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KOMISIYO Y'IGIHUGU Y'ITORERO

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AMABWIRIZA NGENGAMIKORERE YA KOMISIYO Y'IGIHUGU Y'ITORERO

Werurwe, 2018

IRIBURIRO

Iyi nyandiko y'Amabwiriza Ngengamikorere y'Ubuyobozi n'Imari yemejwe na Komisiyo y'Igihugu y'Itorero ku itariki yashyiriweho umukono.

Ni inyandiko ikoze mu buryo bwumvikana kandi ishobora kuvugururwa igihe cyose bibayengombwa biturutse ku mpinduka mu miterere ya Komisiyo y'Igihugu y'Itorero cyangwa se hagamijwe kunoza ingingo zijyanye no gushyira mu bikorwa aya mategeko ngengamikorere.

Aya mabwiriza ngengamikorere yateguwe kugira ngo akoreshwe na Komisiyo y'Igihugu y'Itorero, abafatanyabikorwa n'abagenzuzi b'imari b'imbere no hanze ya NIC.

Agaragaza kandi inshingano, imiterere, imikorere n'imikoranire muri NIC kandi igatanga umurongo ngenderwaho wo gushyira mu bikorwa intego zayo. Abakozi bose bagomba kwimenyereza no kubahiriza ibikubiye muri aya mabwiriza.

Ibitekerezo bihindura n'ibyunganira byuzuza aya mabwiriza, bishyikirizwa Umunyamabanga Mukuru wa Komisiyo y'Igihugu y'Itorero. Ihinduka ryose kuri iyi nyandiko rigomba kwemezwa n'Inama y'Abakomiseri.

Mu gihe hari amabwiriza atagaragara muri iyi nyandiko, hifashishwa amategeko n'amabwiriza atandukanye arebana n'imikorere n'imikoranire mu nzego za Leta.

Kigali, kuwa 24/04/2019

BAMPORIKI Edouard
Perezida wa Komisiyo y'Igihugu y'Itorero

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IBISOBANURO BY'AMAGAMBO

Muri iyi nyandiko, amagambo akurikira afite ibisobanuro bikurikira:

Itorero : Urubuga rutorezwamo Abanyarwanda kugira imyumvire y'indangagaciro na kirazira basangiye mu mibanire yabo, gukunda Igihugu no kugiteza imbere.

Intore : Umuntu watojwe kandi wimakaza indangagaciro na kirazira z'umuco nyarwanda.

Ubutore : Umuco w'ubunyangamugayo. Ni ikiranga Intore aho iri hose: aho ituye, aho ikora, n'aho igenda hose.

Urugerero : Icyiciro cy'imitoreze y'Intore kirangwa n'ibikorwa by'ubwitange intore zitumwamo gukorera Igihugu mu mirimo ifitiye Abanyarwanda akamaro.

Amahugurwa : Inyigisho umukozi wa Leta akurikira kugira ngo yongere ubushobozi bwe ku kazi ashinzwe cyangwa ubushobozi bwe muri rusange cyangwa agere ku mpamyabushobozi cyangwa impamyabumenyi yisumbuye ku yo yari afite.

INTANGIRIRO

Inyandiko y'Amabwiriza Ngengamikorere ya Komisiyo y'Igihugu y'Itorero (NIC) ikubiyemo amabwiriza ajyanye n'Ubuyobozi n'Imari, ibyubahirizwa n'ibikurikizwa mu miyoborere n'imirimo bya buri munsi. Inatanga kandi ishusho y'imiterere y'ubuyobozi bwa NIC.

Kubahiriza no gukoresha neza aya mabwiriza bigomba guhuzwa n'isuzuma rya buri munsi mu gukumira ingaruka mbi zinyuranye zaterwa no kunyuranya n'aya mabwiriza, nk'uburangare, imyitwarire mibi, cyangwa kudasobanukirwa n'ibyo iyi nyandiko y'amabwiriza ngengamikorere iteganya.

1. Intego y'aya mabwiriza ngengamikorere

Iyi nyandiko ni ishakiro ry'ifashayobora ku mikorere y'imbere no hanze ya Komisiyo y'Igihugu y'Itorero, kunoza umurimo n'imikoranire hifashishijwe amabwiriza ngengamikorere.

Iyi nyandiko izafasha muri ibi bikurikira:

- Gusobanura ingamba, amategeko n'imiyoborere, amabwiriza y'Icungamutungo n'Ibaruramari bigomba gukurikizwa mu ishyirwa mu bikorwa ry'intego za Komisiyo y'Igihugu y'Itorero n'inshingano zayo;
- Kugaragaza uburyo bw'imiyoborere, icungamutungo, ibarurishamibare, amategeko n'amabwiriza bigenga imikorere y'imbere muri Komisiyo y'Igihugu y'Itorero;
- Kugaragaza ishingiro ry'imiyoborere ya Komisiyo y'Igihugu y'Itorero;
- Kuba imfashanyigisho mu mahugurwa y'abakozi bashya;
- Kugenzura ihuzwa ry'imirimo y'imiyoborere n'Icungamutungo, hamwe n'ibikorwa by'abafatanyabikorwa ba Komisiyo y'Igihugu y'Itorero;
- Kwihutisha mu gufata imyanzuro ya buri munsi;
- Kongera ubushobozi bw'abakozi ba Komisiyo y'Igihugu y'Itorero.

2. Gukoresha no kuvugurura aya mabwiriza ngengamikorere

Iyi nyandiko igenewe imirimo yose ya Komisiyo y'Igihugu y'Itorero nta n'umwe uvuyemo. Ubuyobozi bwa Komisiyo y'Igihugu y'Itorero bushobora gufata umwanzuro wo kwemeza cyangwa kuzuza iyi nyandiko. Bufite kandi ishingano mu kubungabunga iyi nyandiko.

Bugomba gukusanya no guhuza amakuru yose mugihe cyo guhindura iyi nyandiko. Abakoresha iyi nyandiko bagomba kugira inyungu nyinshi mu gushyira mu bikorwa amabwiriza agenga imikorere ya Komisiyo y'Igihugu y'Itorero.

Iyi nyandiko igomba kuvugururwa mu gihe:

- Imiterere ya Komisiyo y'Igihugu y'Itorero yaba ihindutse;
- Amategeko agenga Komisiyo y'Igihugu y'Itorero yaba hari icyo ahindutseho;
- Uburyo bw'imirimo bwaba buhindutse.

Inyandiko y'Amabwiriza Ngengamikorere igomba kuba buri gihe ibungabunzwe inavuguruwe kugira ngo ibe igikoresho nyakuri cy'imiyoborere.

IGICE CYA I. INSHINGANO, IMITERERE N'IMIKORERE YA KOMISIYO Y'IGIHUGU Y'ITORERO

Komisiyo y'Igihugu y'Itorero irebererwa na Minisiteri ifite ubutegetsi bw'Igihugu mu nshingano zayo.

Komisiyo ishobora kugira amashami cyangwa ibigo byo gutorezamo ahandi hose muri Repubulika y'u Rwanda bibaye ngombwa kugira ngo igere ku nshingano zayo, byemejwe n'iteka rya Minisitiri w'Intebe.

1.1. Intego n'Inshingano za NIC

1.1.1. Icyerekezo

Icyerekezo cya Komisiyo y'Igihugu y'Itorero ni uko mu bihe biri imbere haba hariho Abanyarwanda:

1) Bafite imyumvire myiza n'indangagaciro basangiye zishingiye ku muryango, ku bupfura, ku gukunda Igihugu;

2) Bo mu nzego zose z'ubutegetsi bwa Leta zikora mu nyungu z'abanyarwanda;

3) Basobanukiwe n'imigambi y'Igihugu, uburyo bwo kuyigeraho n'uruhare rwabo mu kuyishyira mu bikorwa;

4) Barengera kandi bateza imbere Umuco w'Igihugu;

5) Barangwa n'icyerekezo kimwe bahuriyeho mu guharanira kwiteza imbere kandi bafite ishema ryo guteza imbere Igihugu.

1.1.2. Intego

Komisiyo y'Igihugu y'Itorero ifite intego rusange yo "*kubaka Umunyarwanda ukunda Igihugu, ukunda umurimo, ufite Indangagaciro na Kirazira z'umuco nyarwanda kandi ufite umuco w'Ubutore.*"[1]

1.1.3. Inshingano

NIC ifite inshingano zikurikira:

1) Gutoza Abanyarwanda:
   a) Kugira imyumvire y'indangagaciro na kirazira basangiye mu mibanire yabo, gukunda Igihugu no kugiteza imbere;
   b) Kumenya no gusobanukirwa imigambi y'Igihugu n'uburyo bwo kuyigeraho;
   c) Kwigirira icyizere cyo kwikemurira ibibazo no kwihesha agaciro;
   d) Kuba Intore zibereye Igihugu zigaragara mu byiciro byose kandi zikaba umusemburo w'impinduka nziza;
   e) Kugira umuco w'ubwitange mu gukorera Igihugu;
   f) Kugira umuco w'ishyaka n'ishema ryo guhiga no kwivuga ibigwi.

2) Gutoza abayobozi kuyoborana indangagaciro no kugira ishyaka ryo kuba indashyikirwa;
3) Gutoza Abanyarwanda kwimakaza indangagaciro na kirazira byubakirwaho imibanire n'iterambere ry'Igihugu;
4) Gukorana no kugisha inama izindi nzego za Leta, izigenga n'imiryango itari iya Leta bitanga inyigisho ku ndangagaciro na kirazira;
5) Gutegura no gukurikirana ibikorwa by'ubwitange mu gukorera Igihugu ;
6) Gukora ibindi NIC yabona ko ari ngombwa biri mu nshingano zayo.

1.1.4. Indangagaciro n'amahame y'intore shingiro

Komisiyo y'Igihugu y'Itorero itoza indangagaciro shingiro n'izigaragara muri NST1 mu ngingo ya 79 n'iy'106 zigamije kubaka Itorero ry'Umudugudu, iryo mu mashuri, mu nzego z'imirimo mashuri no ku rugerero zikurikira:

- Ubunyarwanda
- Gukunda Igihugu
- Ubunyangamugayo
- Ubutwari
- Ubwitange
- Kwihesha agaciro
- Gukunda Umurimo

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[1] http://www.nic.gov.rw/index.php?id=8&L=1

Itoza kandi amahame akurikira:

- Intore ntiganya, ishaka ibisubizo;
- Intore ntiyoba, no mu shyamba ry'inzitane yishakira inzira;
- Intore ni Umurinzi w'ibyagezweho, ntacyabisenya ibona;
- Intore si nanjye binyobere, ni nkore neza bandebereho;
- Intore ntigambanira indi, kirazira gutatira igihango;
- Intore ikemura ibibazo byayo itabyerekeza ku bandi, kirazira;
- Intore ntivunda, ntisahinda, ijabo ryayo riyiha ijambo.

1.2. Imiterere n'imikorere ya NIC

Itorero rikomoka mu muco n'amateka by'abanyarwanda. Amateka agaragaza ko ryari irerero ry'Abanyarwanda, rikaba umuyoboro Igihugu cyanyuzagamo inyigisho zinyuranye ku muco, indangagaciro na kirazira by'umuco, gutoza gahunda zinyuranye z'Igihugu, bigamije gufasha abatozwa kugira imyumvire imwe, imitekerereze, imikorere n'imikoranire mu mibereho no mu mibanire yabo n'abandi.

Itorero ryaje gukurwaho n'Abakoloni basenye zimwe mu ndangagaciro z'umuco nyarwanda muri 1924. Amacakubiri arigishwa muri Repubulika zakurikiye ubukoloni, kugeza kuri Jenoside yakorewe Abatutsi muri 1994.

Nyuma y'urugamba rwo kubohora Igihugu no guhagarika Jenoside yakorewe Abatutsi, hakurikiyeho urugamba rwo gusana ubumwe bw'Abanyarwanda na n'ubu rugikomeje.

Kuwa 12-11-2007, inama y'abaminisitiri yafashe icyemezo cyo gusubizaho Itorero ry'Igihugu;

Kuwa 16-11-2007, Perezida wa Repubulika Nyakubahwa Paul Kagame aritangiza ku mugaragaro, mu Nteko Ishinga Amategeko, imbere y'imitwe yombi.

Tariki 24-12-2008 hashyirwaho "Task force" ishinzwe kuyobora no gutegura ibikorwa by'Itorero ikorera muri Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge.

Mu mwaka wa 2013 hashyizweho Komisiyo y'Igihugu y'Itorero ihabwa intego yo kubaka umunyarwanda ukunda Igihugu, ukunda umurimo, ufite indangagaciro na kirazira z'umuco nyarwanda kandi ufite umuco w'ubutore (Itegeko NO 41/2013 ryo kuwa Kuwa 16/06/2013 rishyiraho Komisiyo y'Igihugu y'Itorero, rikanagena inshingano, imiterere n'imikorere byayo).

Komisiyo ifite icyicaro mu Mujyi wa Kigali, Umurwa Mukuru wa Repubulika y'u Rwanda. Gishobora kwimurirwa ahandi hose muri Repubulika y'u Rwanda, igihe cyose bibaye ngombwa.Mu kugera kuri iyo ntego NIC itoza indangagaciro na kirazira by'umuco Nyarwanda mu byiciro bitandukanye : mu mudugudu, mu mashuri, ku rugerero no mu nzego z'imirimo. Komisiyo y'Igihugu y'Itorero ifite ubuzimagatozi, ubwigenge n'ubwisanzure mu miyoborere no mu micungire y'umutungo, imari n'abakozi.

1.2.1. Inama y'Abakomiseri

Inama y'Abakomiseri ni rwo rwego rukuru rwa Komisiyo y'Igihugu y'Itorero. Igizwe n'Abakomiseri batanu (5) bahoraho barimo Perezida na Visi Perezida bakora mu gihe cya manda yabo. Nibura mirongo itatu ku ijana (30%) by'Akomiseri bagomba kuba ari abagore.[2]

Abagize Inama y'Abakomiseri bashyirwaho n'Iteka rya Perezida bamaze kwemezwa na Sena bakagira manda y'imyaka itanu (5) ishobora kongerwa inshuro imwe gusa.[3]

a. Inshingano z'Inama y'Abakomiseri

Inama y'Abakomiseri ifite inshingano zikurikira :

1) Kwemeza ibyiciro by'Itorero bigomba gutegurwa;
2) Kwemeza gahunda y'ibikorwa by'igihe kirekire bya NIC;
3) Kwemeza buri mwaka gahunda y'ibikorwa bya NIC;
4) Kwemeza amabwiriza ngengamikorere ya NIC;
5) Kwemeza imbanzirizamushinga y'ingengo y'imari ya NIC;
6) Gutegura urutonde rw'inzego z'imirimo za NIC;
7) Kwemeza raporo y'imirimo ya NIC;
8) Kugena ibyo abari ku rugerero bagenerwa;
9) Kugena icyiciro cy'abajya ku rugerero n'igihe bamarayo;
10) Kugena imirimo izakorerwa ku rugerero n'aho izakorerwa hakurikijwe ibyo Igihugu gikeneye;
11) Gufata ibyemezo ku bindi bibazo byose bifitanye isano n'inshingano za NIC[4].

Inama y'Abakomiseri igenera buri Komiseri imwe mu nshingano zikurikira akurikirana umunsi kumunsi:

1) Kwimakaza umuco w'ubutore
2) Ubwitange
3) Gutoza

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[2] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo - Ingingo ya 9: Abagize Inama y'Abakomiseri n'ibyo bagomba kuba bujuje

[3] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo - Ingingo ya 10: Ishyirwaho ry'abagize Inama y'Abakomiseri

[4] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo -Ingingo ya 11: Inshingano z'Inama y'Abakomiseri

b. Inshingano za Perezida wa Komisiyo y'Igihugu y'Itorero

Perezida wa NIC afite inshingano zikurikira:

1) Kuyobora NIC;
2) Guhagararira NIC imbere y'amategeko;
3) Gutumiza no kuyobora inama z'abagize NIC;
4) Guhuza ibikorwa bya NIC;
5) Kuba umuvugizi wa NIC;
6) Gushyikiriza inzego zabigenewe raporo za NIC;
7) Gukora imirimo yose yasabwa n'Inama y'Abakomiseri ijyanye n'inshingano za NIC.[5]

c. Inshingano za Visi Perezida wa Komisiyo y'Igihugu y'Itorero

Visi Perezida wa NIC afite inshingano zikurikira:

1) Kunganira Perezida no kumusimbura igihe cyose adahari;
2) Gukora imirimo yose yasabwa n'Inama y'Abakomiseri ijyanye n'inshingano za NIC.

d. Inshingano za Visi Perezida afatanije n'Abakomiseri bahuriye mu mbonerahamwe y'imyanya y'imirimo

1) Guhuza no gukurikirana by'umwihariko ibikorwa by'amashami: NUDC, MMV na NS;
2) Gukurikirana gahunda z'Itorero mu Ntara
3) Guhuza NIC n'izindi nzego zitoza
4) Gutanga umurongo ku nyandiko zihangwa zikoreshwa mu Itorero
5) Gukora izindi nshingano bahabwa n'Inama y'Abakomiseri

e. Inshingano z'Umunyamabanga Mukuru

Umunyamabanga Mukuru ashinzwe ibi bikurikira:

1) Kuyobora abakozi b'Ubunyamabanga Bukuru;
2) Gutegura imbanzirizamushinga y'ingengo y'imari ya NIC;
3) Gucunga ingengo y'imari n'umutungo bya NIC;
4) Gutegura gahunda na raporo y'ibikorwa bya NIC;
5) Kubika inyandiko n'ibitabo bya NIC;
6) Gutegura umushinga w'amabwiriza ngengamikorere;
7) Gutegura inyandiko zinyuranye zikoreshwa mu nama z'Inama y'Abakomiseri;
8) Kuba umwanditsi w'inama z'Inama y'Abakomiseri;
9) Gukora imirimo yose yasabwa n'Inama y'Abakomiseri ijyanye n'inshingano za NIC.[6]

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[5] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo - Ingingo ya 13: Inshingano za Perezida wa NIC

f. Inshingano z'imyanya y'imirimo

Inshingano z'imyanya y'imirimo y'abakozi ba NIC zikubiye mu nyandiko ya ***''Job Description''.***

1.2.2. Ubunyamabanga Bukuru

Ubunyamabanga Bukuru bugizwe n'Umunyamabanga Mukuru n'abakozi ba Komisiyo y'Igihugu y'Itorero. Ubunyamabanga Bukuru buyoborwa n'Umunyamabanga Mukuru ushyirwaho n'iteka rya Perezida.[7] Umunyamabanga Mukuru niwe mugenga w'ingengo y'imari ya NIC. Niwe ushakira abakozi ba NIC ibyangombwa byose bituma barangiza inshingano zabo kandi agakurikirana ko bubahiriza amategeko y'akazi.

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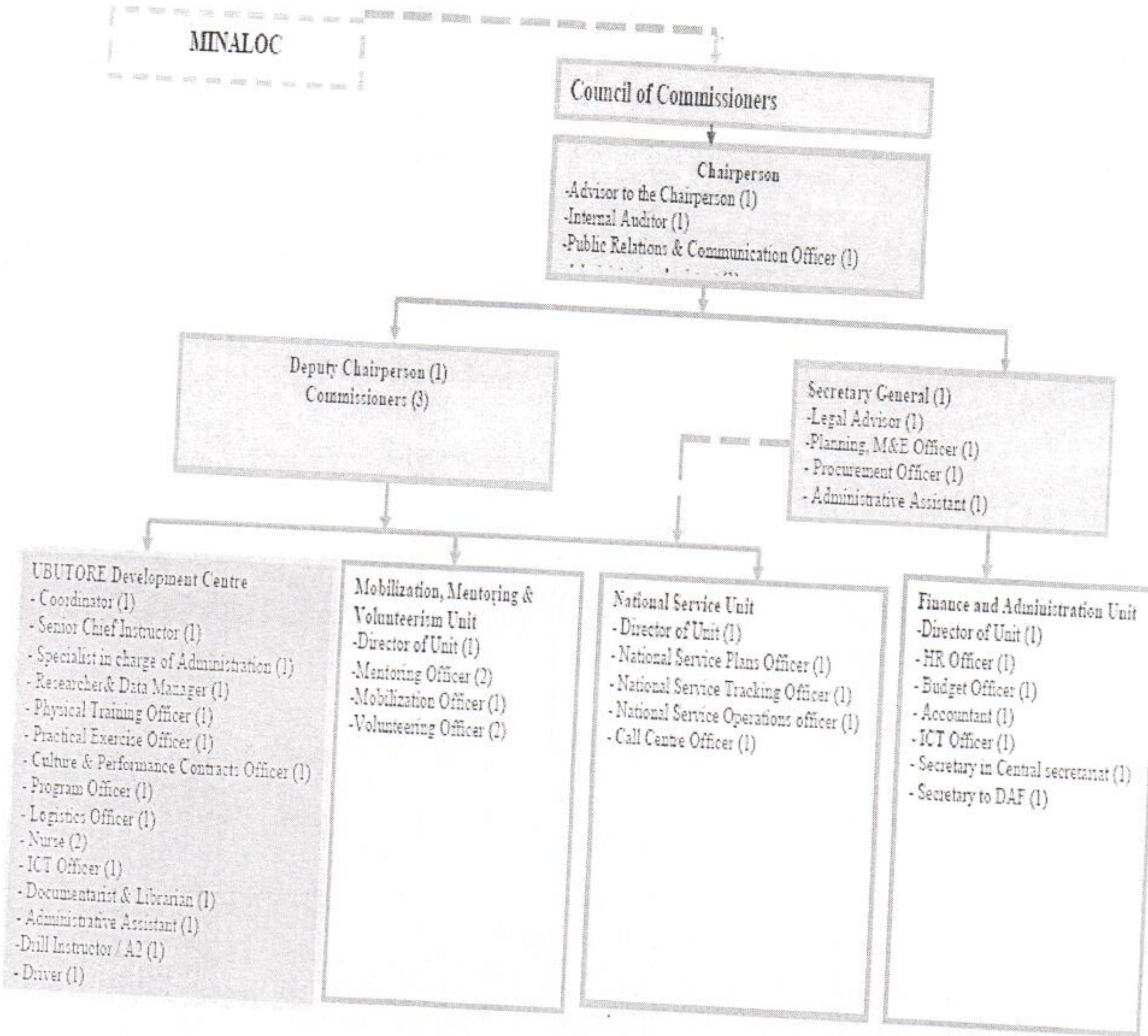
[6] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo -Ingingo ya 21: Inshingano z'Umunyamabanga Mukuru

[7] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo -Ingingo ya 20: Abagize Ubunyamabanga Bukuru

1.3. IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO YA KOMISIYO Y'IGIHUGU Y'ITORERO



1.4. Imikoranire y'inzego muri NIC

Mu rwego rwo gushyira mu bikorwa intego n'inshingano za NIC, Inama y'Abakomiseri itanga icyerekerezo kivanwamo ibikorwa bigari bya buri mwaka bishyirwa mu bikorwa na Visi Perezida n'Umunyamabanga Mukuru.

Mu ishyirwa mu bikorwa ry'ibiteganyijwe mu mihigo buri shami cyangwa ibiro ritegura inyandiko nsobanurampamvu y'igikorwa igaragaza intego, impamvu, umusaruro, uburyo, igihe, ibikenewe, aho kizabera n'abakozi bakenewe. bitewe n'ishami cyangwa ibiro igikorwa cyateguriwemo iyo nyandiko nsobanurampamvu ishyikirizwa Perezida, Visi Perezida cyangwa Umunyamabanga Mukuru akayemeza mbere yo gushyirwa mu bikorwa.

Iyo ari ishami cyangwa ibiro rikeneye ubufasha bw'abakozi bo mu yandi mashami cyangwa ibiro, bigaragazwa mu nyandiko nsobanurampamvu y'igikorwa.

1.5. Imikoranire n'izindi nzego

MINALOC ni rwo rwego rureberera Komisiyo y'Igihugu y'Itorero.

1) Komisiyo ishyikiriza MINALOC raporo y'ibikorwa byayo bya buri cyumweru, buri gihembwe n'Iby'umwaka;
2) Komisiyo y'Igihugu y'Itorero ishyikiriza MINECOFIN raporo y'imali ya buri kwezi na raporo y'umwaka.
3) Komisiyo y'Igihugu y'Itorero ishyikiriza MINECOFIN raporo y'ubugenzuzi bwite bwa NIC buri gihembwe;
4) Komisiyo y'Igihugu y'Itorero ishyikiriza RPPA raporo y'ishyirwa mu bikorwa ry'imitangire y'amasoko muri NIC;

Haba mu igenamigambi no mu ishyirwa mu bikorwa byayo, Komisiyo y'Igihugu y'Itorero ikorana n'izindi nzego mu gutoza no kwimakaza umuco w' ubutore.

1.6. Itumanaho muri NIC

Muri NIC hakoreshwa uburyo bw'itumanaho bukurikira:

a. Ibaruwa

Ibaruwa yateguriwe muri NIC igomba kuba ifite ibi bikurikira:

1) Ku mutwe w'urupapuro hagati handikwa "INTORE NTIGANYA – ISHAKA IBISUBIZO", ku mpera z'urupapuro hagati handikwa "DUKENYERE DUKOMEZE – IMIHIGO IRAKOMEYE"
2) Ikirango cya Repubulika y'u Rwanda hejuru ku ruhande rw'ibumoso,

- hejuru yacyo hajyaho "REPUBULIKA Y'U RWANDA"
- munsi yacyo hajyaho "KOMISIYO Y'IGIHUGU Y'ITORERO", urubuga rwa NIC www.nic.gov.rw na Imeli ya NIC;

3) Hejuru ku ruhande rw'iburyo rw'urupapuro hajyaho ikirango cya NIC. Munsi yacyo hajyaho:

- aho yandikiwe n'itariki yandikiweho
- reference ikubiyemo: numero y'ibaruwa/NIC/ibiro yateguriwemo/umwaka

4) Uwandikiwe
5) Impamvu y'ibaruwa
6) Ingambo y'ibaruwa (content) : Intangiriro, igihimba n'umusozo
7) Umukono, kashe, izina n'umwanya w'umurimo by'uwanditse ibaruwa
8) Abo bimenyeshejwe iyo bahari
9) Ibaruwa yandikwa muri "*Times New Roman*", "*Taille*" 12, "*Espace*" 1,5
10) Buri gika gitangirira ku murongo.

Perezida wa NIC, Visi Perezida wa NIC mu gihe Perezida wa NIC adahari cyangwa undi yabihereye ububasha nibo bemerewe gushyira umukono ku nyandiko za NIC ziriho ikirango cya Repubulika y'u Rwanda na kashe ya NIC. Umunyamabanga Mukuru abyemerewe ku nyandiko zirebana n'umutungo, imari, amasoko n'imicungire y'abakozi.

b. Memo

Memo ikoreshwa imbere muri NIC hagati y'abakozi n'abayobozi kandi igomba kuba ifite ibi bikurikira:

1) Ku mutwe w'urupapuro hagati handikwa "INTORE NTIGANYA – ISHAKA IBISUBIZO", ku mpera z'urupapuro hagati handikwa "DUKENYERE DUKOMEZE – IMIHIGO IRAKOMEYE"
2) Birajya:
3) Birava:
4) Bimenyeshejwe cyangwa binyujijwe (iyo ari ngombwa):
5) Itariki:
6) Impamvu:
7) Imiterere ya MEMO: Birasanzwe, Birihutirwa, Birihutirwa cyane
8) Ingambo ya MEMO
9) Umukono, izina n'umwanya w'umurimo by'uwanditse MEMO

Perezida, Visi Perezida n'Umunyamabanga Mukuru nibo bemerewe gukoresha MEMO iriho ikirango cya Repubulika y'u Rwanda. Icyakora umujyanama mu mategeko yemerewe gukoresha ikirango cya Repubulika y'u Rwanda ku nyandiko iyo atanga inama mu mategeko.

c. Imeli (E-mail)

Mu kazi ka NIC, Abayobozi n'abakozi bose ba NIC bakoresha Imeli z'akazi zihabwa umukozi wese winjiye muri NIC. Imeli z'abantu ku giti cyabo ntizemerewe gukoreshwa cyangwa gutangwa mu birebana n'akazi ka NIC.

Imeli y'akazi ka NIC kuri buri mukozi iteye itya : Inyuguti nto itangira izina rya kabiri ry'umukozi igakurikirwa n'izina rye ry'umuryango@nic.gov.rw (urugero : Imeli y'akazi ya BAMPORIKI Edouard ni ebamporiki@nic.gov.rw).

d. Telefoni

Ubutumwa bwa telefoni hagati y'abayobozi n'abakozi ba NIC butangwa mu buryo bw'ubutumwa bugufi (SMS), mu magambo (guhamagara) n'imbuga nkoranyambaga (Social Media). Icyakora birabujijwe gukoresha imbuga nkoranyambaga mu guhererekanya hagati y'abakozi ba NIC ubwabo, cyangwa hagati yabo n'abafatanyabikorwa; inyandiko z'iteganyabikorwa bya NIC hamwe n'inyandiko zitaremezwa n'ubuyobozi bwa NIC.

NB: Abayobozi n'abakozi ba NIC bagenerwa amafaranga y'itumanaho rya telefoni hakurikijwe ibiteganywa n'amategeko. Icyakora, kubera imiterere y'akazi ka NIC, Ubuyobozi bwa NIC bushobora kongerera abakozi bayo amafaranga y'itumanaho ya buri kwezi kugira ngo barangize neza inshingano zabo.

Komisiyo ishyiraho umurongo wa telefoni utishyurwa wifashishwa n'abayigana, basaba serivisi, ibisobanuro, amakuru kuri serivisi itanga na gahunda zayo cyangwa batanga ibitekerezo. Icyakora, NIC ishobora gushyiraho undi murongo utishyurwa kuri serivisi yihariye.

e. Urubuga (website) rwa NIC

Urubuga rwa NIC www.nic.gov.rw rushyirwaho amakuru n'inyandiko zimenyekanisha gahunda n'ibikorwa bya NIC buri gihe . Iyo ishami cyangwa ibiro bikeneye ko hari inyandiko ijya ku rubuga, irategurwa, ikemezwa n'umuyobozi ubifitiye ububasha mbere yo gushyirwa ku rubuga.

Urubuga rwa NIC rugomba kugaragaraho amakuru y'ibikorwa byayo byose, inyandiko ngenga zayo, gahunda, raporo z'ibikorwa n'amatangazo y'ibikorwa bitaraba kandi nta nkuru yemerewe kurenza iminsi irindwi ku rubuga rwa NIC itarajya mu bubiko. Kuri uru rubuga kandi hagomba kugaragaraho inzira(link) igaragaraho amakuru y' ibikorwa by' Itorero muri buri Karere.

1.7. IMITANGIRE YA SERIVISI N'IMICUNGIRE Y'INYANDIKO

1.7.1. Imitangire ya serivisi

(1) Kwakira abashyitsi

Mu rwego rwo kwakira no kumenya abashyitsi basuye NIC, ubunyamabanga rusange bwandika mu gitabo cyabugenewe umwirondoro w'abashyitsi na serivisi bacyeneye bagahabwa ikibaranga cyabugenewe. Ku bashyitsi b'imena hari igitabo kihariye (Golden Book) bandikamo.

(2) Ibiro bya NIC n'iby'umukozi

Ku irembo rya NIC hashyirwa icyapa kinini kandi kimurika mu ijoro kiranga NIC, kiriho Ikirango cya Repubulika y'u Rwanda n'icy'urwego kandi cyanditseho :

- hejuru y'Ikirango cya Repubulika y'u Rwanda hajyaho "REPUBULIKA Y'U RWANDA"
- munsi y'Ikirango cya Repubulika y'u Rwanda hajyaho "KOMISIYO Y'IGIHUGU Y'ITORERO", telefoni itishyurwa, urubuga rwa NIC: www.nic.gov.rw na Imeli ya NIC;

Ukinjira imbere mu nyubako NIC ikoreramo, hari icyapa kiyobora abagana NIC muri buri serivisi.

Kuri buri biro by'umukozi wa NIC hashyirwaho inyandiko iriho amazina ye, ifoto, icyo ashinzwe, telefone, Imeli, amazina na telefone by'umukuriye mu kazi.

(3) Agasanduku k'ibitekerezo

Mu rwego rwo kurushaho kunoza serivisi, NIC ishyiraho agasanduku k'ibitekerezo abayigana banyuzamo ibyifuzo byabo mu mitangire ya serivisi. Buri kwezi n'igihe cyose bibaye ngombwa, umuranga w'urwego aragafungura agakorera raporo Perezida wa NIC y'ibyo yasanzemo.

Ibivugwa muri 1, 2 na 3 bikoreshwa kuri NUDC bigakurikiranwa n'Ubuyobozi bwa NUDC.

(4) Serivisi NIC itanga (NIC service charter)

Serivise Komisiyo y'Igihugu y'Itorero itanga, zigaragara mu nyandiko iyobora abayigana (NIC service charter) igaragara ku rubuga rwa NIC.

1.8. IMICUNGIRE Y'INYANDIKO

1.8.1. Inyandiko zinjira

Inyandiko zose zandikiwe NIC zinyura mu bunyamabanga rusange zikakirwa n'umukozi ubishinzwe agashyiraho kashe yo kwakira. Zikimara kwakirwa zandikwa mu gitabo cy'inyandiko zakiriwe hagashyirwamo itariki y'igihe yakiriwe, aho iturutse, nimero n'itariki

y'ibaruwa, impamvu yayo na serivisi yoherejwemo. Izanyujijwe mu iposita, zivanwayo n'umukozi wo mu bunyamabanga rusange.

Mu gihe kitarenze umunsi inyandiko zakiriwe zijyanwa mu biro by'umuyobozi wandikiwe.

Perezida wa NIC yohereza inyandiko zisaba gukurikiranwa ku Munyambanga Mukuru cyangwa kuri Visi Perezida. Perezida wa Komisiyo ashobora kandi kohererereza inyandiko ku wundi wese bireba.

Inyandiko yose yageze muri NIC igomba gusuzumwa mu gihe kitarenze iminsi itatu (3) y'akazi uhereye igihe yakiriwe.

Guhererekanya inyandiko muri NIC, bikorwa hakorereshejwe guhererekanya inyandiko mu ntoki, E-document cyangwa Imeli (email) y'akazi.

1.8.2. Inyandiko zisohoka

Inyandiko zose zisohoka muri NIC zishyirwaho umukono na Perezida wa NIC. Inyandiko zirebana n'umutungo, amasoko, n'imicungire y'abakozi zishyirwaho umukono n'Umunyamabanga Mukuru. Inyandiko yose isohotse muri NIC inyura mu bunyamabanga rusange, igahabwa nomero, itariki isohokeyeho, aho igiye n'impamvu yayo. Uyijyanye asinyirwa n'uwayakiriye kuri kopi igarurwa mu bunyamabanga rusange. Izinyuzwa mu iposita, zijyanwayo n'umukozi wo mu bunyamabanga rusange.

Inyandiko zose zisohoka, iyo zoherejwe na Perezida, Visi Perezida n'Umunyamabanga Mukuru zimenyeshwa abagize Inama y'Abakomiseri.

1.9. Kubika no gushyingura inyandiko

1.9.1. Kubika inyandiko

Inyandiko zose zinjiye n'izisohotse muri NIC zibikwa mu Bunyamabanga rusange hakoreshejwe uburyo bw'ikoranabuhanga n'uburyo busanzwe bwo kubika inyandiko (files/classeurs) kugirango zishobore kuboneka igihe cyose zikenewe.

Raporo z'ibikorwa by'umwaka, inyandikomvugo n'imyanzuro by'inama y'Inama y'Abakomiseri, ibitabo n'imfashanyigisho bibikwa mu Bunyamabanga Bukuru. Izi nyandiko zose zigomba gushyirwa kuri seriveri (server) n'umukozi ushinzwe ikoranabuhanga.

Inyandiko zirebana n'umutungo n'amasoko zibikwa na servisi bireba hakurikijwe ibiteganywa n'amategeko abigenga.

1.9.2. Gushyingura inyandiko

Amategeko yo gushyingura ibitabo n'inyandiko mu bigo bya Leta niyo akurikizwa mu kugena igihe cy'ishyingurwa ry'ibitabo n'inyandiko.

1.10. Inyandikomvugo y'inama (Minutes)

Buri nama yateguwe igira umwanditsi uyikorera inyandikomvugo ikubiyemo ibi bikurikira:

1) Ku mutwe w'urupapuro hagati handikwa "INTORE NTIGANYA – ISHAKA IBISUBIZO", ku mpera z'urupapuro hagati handikwa "DUKENYERE DUKOMEZE – IMIHIGO IRAKOMEYE";
2) Ikirango cya repubulika y'u Rwanda n'icy'urwego (igihe gihari) hejuru kuruhande rw'ibumoso;
3) hejuru yacyo hajyaho "REPUBULIKA Y'U RWANDA";
4) munsi yacyo hajyaho "KOMISIYO Y'IGIHUGU Y'ITORERO", agasanduku k'iposita, telefoni itishyurwa ya NIC, urubuga rwa NIC www.nic.gov.rw na Imeli ya NIC;
5) Interuro y'inama igaragaza itariki inama yabereyeho;
6) Abayitabiriye n' umuyobozi w'inama;
7) Umurongo w'ibyigwa;
8) Uko inama yagenze (Intangiriro igaragaza itariki n'isaha inama yabereho, aho inama yabereye, Imyanzuro n' ibyemezo byafashwe kuri buri ngingo);
9) Izina n'umukono by'umwanditsi (ku ruhande rw'ibumoso);
10) Izina, umukono na kashe (mu gihe uwashyizeho umukono abifitiye ububasha) by'umuyobozi w'inama (ku ruhande rw'iburyo);
11) Imigereka mu gihe ihari.

1.11. Raporo

Uretse inama, igikorwa kirangiye gikorerwa raporo n'ishami cyangwa ibiro byagiteguye igashyikirizwa Visi Perezida cyangwa Umunyamabanga Mukuru iyo bijyanye n'ibyo ashinzwe. Iyo raporo ihawe Visi Perezida, Umunyamabanga Mukuru ahabwa kopi naho iyo ihawe Umunyamabanga Mukuru, Visi Perezida ahabwa kopi. Iyi raporo igomba kuba yubahirije imyandikire ikoreshwa muri NIC yavuzwe hejuru. Ibikubiye muri raporo ni ibi bikurikira

1) Inyito ya raporo , aho iteguriwe, ukwezi n'umwaka;
2) Intangiriro cyangwa iriburiro;
3) Igihimba (*development*);
4) Umwanzuro;
5) Amazina n'umukono by'uwateguye raporo y'igikorwa.

Raporo zikorwa ku micungire y'umutungo, imikoreshereze y'imari, amasoko, imicungire y'abakozi n'imicungire y'amasezerano bikorwa hakurikijwe amategeko abigenga.

IGICE CYA II. IBYEREKEYE INAMA

Inama ziteganyijwe muri Komisiyo y'Igihugu y'Itorero ni izi zikurikira:

1) Inama y'Inama y'Abakomiseri;
2) Inama y'Inama y'Abakomiseri n'abayobozi b'abamashami;
3) Inama ihuza abayobozi b'amashami, Visi Perezida n'Umunyamabanga Mukuru;
4) Inama y'umuyobozi w'ishami n'abakozi ayobora;
5) Inama y'Ubuyobozi bwa NIC n'abakozi (Inama rusange).

2.1. INAMA Y'INAMA Y'ABAKOMISERI

2.1.1. Itumizwa n'iyoborwa ry'inama z'Inama y'Abakomiseri

Inama y'Inama y'Abakomiseri itumizwa mu nyandiko Perezida wa NIC yohereza Abakomiseri n'Umunyamabanga Mukuru umunsi umwe w'akazi mbere yuko inama iterana, akaba ari na we uyiyobora. Iyo Perezida adahari, inama itumizwa kandi ikayoborwa na Visi Perezida. Iyo bombi badahari, Komiseri mukuru mu myaka ni we uyitumiza akanayiyobora.[8] Inyandiko itumira inama igaragazwamo ingingo ziri ku murongo w'ibyigwa.

Iyo habaye impamvu itunguranye ituma Komiseri cyangwa Umunyamabanga Mukuru atabasha kwitabira inama, abimenyesha mu nyandiko uwayitumiye.

Umuyobozi w'inama y'Inama y'Abakomiseri niwe ushinzwe iyubahirizwa ry'imigendekere myiza y'inama, ni nawe usabwa kandi agaha ijambo ugiye kuvuga wese. Birabujijwe gutandukira, guterana amagambo no kurogoya, kimwe n'ibindi byose bishobora kurogoya imigendekere myiza y'inama. Umuyobozi w'inama afite uburenganzira bwo kwambura ijambo uwo ari we wese utandukiriye.

Iyo imigendekere mibi itewe n'umuyobozi wayo, abandi bagize Inama y'Abakomiseri bamusaba kugaruka ku murongo no gukomeza inama.

2.1.2. Iterana ry'inama y'Inama y'Abakomiseri

Inama y'Abakomiseri iterana rimwe mu cyumweru n'ikindi gihe bibaye ngombwa nibura iyo habonetse bibiri bya gatatu (2/3) by'abayigize. Ibyemezo byayo bifatwa ku bwumvikane busesuye bw'abayigize. Iyo ubwo bwumvikane butabonetse, ibyemezo bifatwa ku bwiganze

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[8] Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo - Ingingo ya 19: Itumizwa n'iyoborwa ry'inama z'Inama y'Abakomiseri

burunduye bw'amajwi y'abayigize. Icyakora, ibyemezo birebana na raporo za NIC n'ibindi byemezo bishyikirizwa izindi nzego bifatwa ku bwumvikane busesuye.[9]

Kubera umwihariko w'Inama y'Abakomiseri ba NIC bahoraho, Inama y'Inama y'Abakomiseri ba NIC iterana kuwa gatanu wa buri cyumweru. Yemeza inyandikomvugo y'inama iheruka ikanasuzuma ishyirwa mu bikorwa ry'imyanzuro y'inama iheruka nyuma ikiga ku ngingo zateganyijwe ku murongo w'ibyigwa.

Umunyamabanga Mukuru niwe mwanditsi w'inama y'Inama y'Abakomiseri.Iyo atabonetse, Komiseri muto mu myaka niwe uba umwanditsi. Inyandikomvugo isinywaho n'umwanditsi n'umuyobozi w'inama.

Abagize Inama y'Abakomiseri bashobora gutumira mu nama umwe cyangwa benshi mu bakozi ba NIC cyangwa undi muntu wese babona ko ari ngombwa. Uwatumiwe ntagira uruhare mu gufata ibyemezo.

2.1.3. Ingingo ziri ku murongo w'ibyigwa

Inama y'Inama y'Abakomiseri isuzuma ingingo ziri ku murongo w'ibyigwa bagejejweho na Perezida wa NIC. Ariko bitewe n'uburemere bwibigiye kwigwa, ku murongo w'ibyigwa hashobora kongerwaho izindi ngingo zikemezwa n'abari mu nama. Ingingo zisuzumwa mu bintu n'ibindi zandikishwa kandi zikemezwa n'abagize inama y'Abakomiseri mbere y'uko batangira gusuzuma ibiri ku murongo w'ibyigwa.

Umuyobozi w'inama asoma ingingo zose ziri ku murongo w'ibyigwa abagize Inama y'Abakomiseri bakabanza kuzemeza mbere y'uko batangira kuzisuzuma. Ingingo zari ku murongo w'ibyigwa zitashoboye gusuzumwa zimurirwa mu nama ikurikira.

2.1.4. Ishyirwa mu bikorwa ry'imyanzuro y'Inama y'Abakomiseri

Umunyamabanga Mukuru niwe ushinzwe gushyira mu bikorwa imyanzuro y'Inama y'Abakomiseri ijyanye n'igenamigambi, amategeko, imari, imicungire y'abakozi, ibikoresho n'amasoko. Naho imyanzuro irebana n'amashami: NUDC,MMV na NS, ishyirwa mu bikorwa na Visi Perezida.

2.2. Inama y'Inama y'Abakomiseri n'Abayobozi b'Abamashami

Inama y'Inama y'Abakomiseri n'Abayobozi b'amashami iterana buri wa kane wa nyuma w'ukwezi. Inama y'Inama y'Abakomiseri n'Abayobozi b'amashami itumizwa mu nyandiko mbere y'iminsi ibiri (2) y'akazi mbere y'uko iterana. Itumizwa na Perezida wa NIC kandi mu

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[9]Official Gazette N° 29 of 22 July 2013 - itegeko n° 41/2013 ryo kuwa 16/06/2013 rishyiraho komisiyo y'igihugu y'itorero rikanagena inshingano, imiterere n'imikorere byayo - Ingingo ya 18: Uko Inama y'Abakomiseri iterana n'uko ibyemezo bifatwa

butumire hagaragaramo ingingo ziri ku murongo w'ibyigwa. Umwe mu bayobozi b'amashami niwe uba umwanditsi w'iyo nama.

2.3. Inama y'umuyobozi w'ishami n'abakozi ayobora

Inama y'Umuyobozi w'ishami n'abo ayobora itumizwa n'umuyobozi w'ishami igaterana buri wa kabiri w'icyumweru, isuzuma ibyakozwe na buri mukozi ikanemeza gahunda y'ibikorwa by'icyumweru bya buri mukozi. Umuyobozi w'ishami ahitamo uba umwanditsi w'iyo nama. Raporo yayo ishyikirizwa Visi Perezida cyangwa Umunyamabanga Mukuru bitewe n'ishami mu gihe kitarenze iminsi itatu (3), undi agahabwa kopi.

2.4. Inama ihuza abayobozi b'amashami, Visi Perezida n'Umunyamabanga Mukuru.

Iterana buri wambere w'icyumweru, igasuzuma ibikorwa byakozwe mu cyumweru gishize n'ibikorwa biteganijwe mu cyumweru gikurikira bya buri shami, ikanagezwaho imyanzuro y'inama y'Inama y'Abakomiseri.

2.5. Inama y'Ubuyobozi bwa NIC n'abakozi (Inama rusange)

Inama rusange ihuza abakozi bose iba rimwe mu gihembwe, itumizwa ikanayoborwa na Perezida wa NIC. Umwanditsi w'iyo nama ni Umujyanama wa Perezida wa NIC.

IGICE CYA III. IGICE CYA II : IMICUNGIRE Y'ABAKOZI

2.1. Gushaka no gushyira abakozi mu myanya

Umukozi wa NIC wese ashyirwa mu mwanya w'umurimo hakurikijwe urwego rw'umurimo uwo mwanya uteganyijwemo ku mbonerahamwe y'urutonde rw'imyanya y'imirimo.

Komisiyo y'Igihugu y'Itorero nk'urwego rwa Leta ifite imbonerahamwe y'imyanya y'imirimo yemejwe iri mu Iteka rya Minisitiri w'Intebe no 56/03 ryo ku wa 22/03/2016. Gushaka no gushyira abo bakozi mu myanya bikorwa hashingiwe ku biteganywa n'Iteka rya Perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka no gushyira abakozi mu myanya.

3.1.1. Iyangombwa bisabwa kugira ngo umuntu yinjizwe mu bakozi ba NIC

Kimwe no mu zindi nzego za Leta, umuntu wese ushaka akazi muri NIC agomba kuba yujuje ibi bikurikira:

1) Kuba ari Umunyarwanda;
2) Kuba agejeje nibura ku myaka cumi n'umunani (18) y'amavuko;
3) Kuba atarigeze akatirwa burundu;

4) Kuba atarigeze akatirwa burundu igihano cy'igifungo cy'amezi atandatu (6) gusubiza hejuru;
5) Kuba atarirukanwe burundu ku kazi ko mu butegetsi bwa Leta;
6) Kuba atagaragara ku rutonde rw'ababujijwe kuba abakozi ba Leta;
7) Kuba adakurikiranwaho icyaha cya jenoside;
8) Kuba atarahamwe n'icyaha cya jenoside cyangwa icy'ingengabitekerezo ya jenoside n'ibindi byaha bifitanye isano nayo.

Mu gushaka abakozi, NIC imenyekanisha ikurikije ibiteganywa n'Iteka rya Perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka no gushyira abakozi mu myanya.

Ku myanya idapiganirwa, gushyira abakozi mu mwanya bikorwa mu buryo bwo gushyirwaho n'Umuyobozi ubifitiye ububasha.

3.1.2. Itangazwa, itoranywa ry'abakandida, ikorwa ry'ikizamini no kujurira

a. Gutangaza umwanya w'umurimo

Iyo muri NIC hari umwanya w'umurimo utarimo umukozi, umukozi ushinzwe imicungire y'abakozi asaba mu nyandiko Umunyamabanga Mukuru ko uwo mwanya ushakirwa umukozi, iyo Umunyamabanga Mukuru amaze kubyemeza, NIC itangaza uwo mwanya bikozwe n'umukozi ushinzwe abakozi akoresheje inzira y'ikoranabuhanga mu itumanaho mu gushaka abakozi (E-recruitment) no ku rubuga rwa interineti rwa Komisiyo y'Igihugu y'Itorero mbere yo gukoresha ibizamini.[10] Iyo itangazo rimaze gusohoka, abasaba akazi bahabwa iminsi itarenze itanu (5) y'akazi kugirango babe batanze dosiye zisaba akazi.

b. Uburyo bwo gusaba akazi

Usaba akazi yuzuza dosiye isaba akazi igizwe na kopi y'indangamunu cyangwa ikiyisimbura na kopi y'impamyabumenyi akoresheje inzira y'ikoranabuhanga mu itumanaho mu gushaka abakozi (E-recruitment).

Iyo nta bantu basaba akazi babonetse ku myanya yatangajwe inshuro eshatu (3), NIC ibimenyesha MIFOTRA na Komisiyo ishinzwe abakozi ba Leta kugira ngo hasuzumwe uburyo uwo mwanya wabonerwa umukozi.[11]

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[10] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 7: Gutangaza umwanya ukenewemo umukozi

[11] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 8: Uburyo bwo gusaba akazi

c. Itoranywa ry'abakandida

Mu gihe kitarenze iminsi itanu (5) y'akazi uhereye ku itariki ntarengwa abakandida bagomba kuba batangiyeho amadosiye asaba akazi Umukozi ushinzwe imicungire y'abakozi afatanyije n'akanama gashinzwe gushaka abakozi bagaragaza urutonde rw'abakandida bemerewe n'abatemerewe gukora ikizamini n'impamvu batemerewe kandi abakandida bakabimenyeshwa kuri E-mails hifashishijwe E-recruitment n'ubutumwa bugufi kuri telefoni.[12]

Iyo umuntu usaba akazi afite ubumuga, kandi akaba akwiye umwihariko mu gukoreshwa ikizamini, agomba kubigaragaza muri dosiye ye isaba akazi, yandika ahabugenewe ubwoko bw'ubumuga afite.

d. Ikorwa ry'ibizamini

Mu gihe kitarenze iminsi itatu (3) y'akazi ibarwa uhereye ku munsi ukurikira uwo urutonde rw'abemerewe gukora rwasohokeyeho, iyo ntabujurire bwabaye, Umukandida wemerewe akora ikizamini cyanditse kandi gikorerwa ku manota angana na mirongo itanu ku ijana (50%) ugereranyije n'amanota yose y'ibizamini byose bikorwa.

Mu gihe kitarenze iminsi icumi (10) y'akazi ibarwa uhereye ku munsi amapiganwa yarangiriyeho NIC itangaza amanota abakandida babonye hifashishijwe inzira y'ikoranabuhanga mu itumanaho (E-recruitment) mu gushaka abakozi kandi abakandida bakamenyeshwa hifashishijwe E- mails n'ubutumwa bugufi kuri telefoni.[13]

Abakandida bagejeje ku manota angana na mirongo itanu ku ijana (50%) mu kizamini cyanditse bakora ikizamini gikorwa mu buryo bw'ikiganiro, nyuma y'iminsi itatu (3) y'akazi ibarwa uhereye ku munsi ukurikira uwo amanota y'ikizamini cyanditse yashyiriwe ahagaragara, kigenerwa amanota angana na mirongo itanu ku ijana (50%) y'amanota yose y'ibizamini byakozwe kandi kiba kigizwe n'ibibazo bimwe ku bakandida bakora ku mwanya umwe.

Iyo hari umukandida wajuririye amanota y'ikizamini cyanditse, ikizamini gikorwa mu buryo bw'ikiganiro gikorwa ubujurire burangiye.

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[12] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 9: Gutoranya abakandida bazakora ibizamini

[13] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 14: Itangazwa ry'amanota y'ibizamini byanditse

Iyo hakorwa ikizamini mu buryo bw'ikiganiro, hafatwa amajwi n'amashusho. Amashusho afatwa mu buryo bugaragaza impande zombi, impuguke zibaza n'umukandida ubazwa. Amajwi nayo agomba gufatwa ku buryo bwumvikana neza.[14]

Mu gihe kitarenze umunsi umwe (1) w'akazi ubarwa uhereye ku munsi amapiganwa yarangiriyeho, NIC itangaza amanota abakandida babonye hifashishijwe inzira y'ikoranabuhanga mu itumanaho (E-recruitment) mu gushaka abakozi kandi abakandida bakamenyeshwa hifashishijwe E- mails n'ubutumwa bugufi kuri telefoni.[15]

Umukandida aba yatsinze ikizamini iyo yagize nibura amanota mirongo irindwi ku ijana (70%) mu bizamini byose yakoze. Iyo nta mukandida wagejeje kuri ayo manota, imyanya irongera igatangazwa, hagakoreshwa ibindi bizamini.

Iyo abakandida babiri (2) banganyije amanota ku mwanya umwe upiganirwa harimo n'umukandida ufite ubumuga, icyo gihe hahabwa amahirwe umukandida ufite ubumuga.

Iyo abakandida babiri (2) bafite ubumuga banganyije amanota ku mwanya umwe upiganirwa, hitabwa ku burambe ku kazi. Iyo banganya uburambe ku kazi, amahirwe ahabwa umugore.[16]

c. Ubujurire

Umukandida wumva ko yarenganyijwe mu gihe cyo gushaka abakozi ashobora kujuririra hakoreshejwe inzira y'ikoranabuhanga mu itumanaho mu gushaka abakozi ku rwego rwa mbere kuri Perezida wa NIC mu gihe kitarenze iminsi itatu (3) y'akazi uhereye ku munsi w'igikorwa cyangwa icyemezo ajuririra.

Perezida wa NIC agomba gutanga igisubizo ku bujurire mu gihe cy'iminsi itatu (3) y'akazi ibarwa uhereye ku munsi ubujurire bwakiriweho. Iyo umukandida atanyuzwe n'icyemezo cyafashwe, ajurira ku rwego rwa kabiri muri Komisiyo ishinzwe abakozi ba Leta mu gihe cy'iminsi ibiri (2) y'akazi uhereye itariki yaboneyeho igisubizo cy'urwego rwakoresheje ibizamini.

Igihe cyose bigaragaye ko hari umukandida wajuriye ku rwego rwa kabiri kandi utarabonerwa igisubizo na Komisiyo ishinzwe abakozi ba Leta ku bujurire bwe ikizamini cyanditse cyangwa ikizamini gikorwa mu buryo bw'ikiganiro ntibishobora gukorwa.[17]

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[14] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 15: Ikizamini gikorwa mu buryo bw'ikiganiro

[15] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 16: Itangazwa ry'amanota y'ibizamini bikorwa mu buryo bw'ikiganiro

[16] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 19: Gutsinda ibizamini

3.1.3. Gushyira abakozi mu myanya

Iyo umwanya wapiganiwe ari uwo gushyira mu bikorwa cyangwa uwo mu rwego rwa tekiniki, mu gihe cyitarenze iminsi mirongo itatu (30) y'akazi uhereye ku itariki amanota yanyuma yatangarijwe, byemejwe n'Inama y'Abakomiseri, Perezida wa NIC ashyira mu mwanya umukozi watsinze.

Iyo umwanya ushakirwa umukozi ari uw'Ubuyobozi, NIC yohereza Minisitiri ufite abakozi ba Leta mu nshingano ze dosiye y'uwatsinze ugomba kwemezwa mu mwanya n'Inama y'Abaminisitiri, na we akayishyikiriza Minisitiri w'Intebe kugira ngo byigwe n'inama y'Abaminisitiri. Iyo umwanya wapiganiwe ari umwanya y'inzobere n'impuguke (experts and specialists), umukozi ashyirwa mu myanya na Minisitiri w'Ubutegetsi bw'Igihugu.

Ishyirwaho ry'abakozi bagengwa n'amasezerano

Komisiyo y'Igihugu y'Itorero ishobora kwemererwa gushaka no gushyira mu myanya abakozi bagengwa n'amasezerano, ariko bigakorwa hubahirijwe ibiteganywa n' Iteka rya Minisitiri N° 03/Mifotra/15 ryo kuwa 09/06/2015 rigena uburyo bwo gushaka no gushyira mu myanya abakozi bagengwa n'amasezerano mu Nzego za Leta.

Impamvu zishobora gutuma Komisiyo y'Igihugu y'Itorero ishaka umukozi ugengwa n'amasezerano ni izi zikurikira:

1) Iyo umukozi ushakwa asimbura umukozi wa NIC udahari kandi akaba azamara igihe kingana cyangwa kirenga amezi atandatu (6), kubera impamvu ziteganywa n'amategeko;

2) Iyo hashakwa abakozi bateganijwe mu mbonerahamwe y'imirimo yemejwe y'ishami rishinzwe Imishinga ya Leta;

3) Iyo hari impamvu ifatika ituma hakenerwa umukozi ukora imirimo yihutirwa ariko idateganyijwe mu mbonerahamwe y'imyanya y'imirimo;

4) Iyo hashakwa umukozi ukora imirimo idafitiwe abahanga bahagije kandi bakenewe cyane ku isoko ry'umurimo.[18]

Ku bakozi bashakwa hashingiwe ku biteganyijwe mu gace ka gatatu (3) n'aka kane (4) tw'ingingo yavuzwe haruguru, NIC igomba kubanza kubisabira uruhushya rwanditse rutangwa na Minisiteri ifite Abakozi ba Leta mu nshingano zayo[19].

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[17] Official Gazette n° 18 of 01/05/2017 - Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta-Ingingo ya 18: Ubujurire

[18] Ingingo ya 2 y' Iteka rya Minisitiri N° 03/Mifotra/15 ryo kuwa 09/06/2015 rigena uburyo bwo gushaka no gushyira mu myanya abakozi bagengwa n'amasezerano mu Nzego za Leta

[19] Ingingo ya 3 y' Iteka rya Minisitiri N° 03/Mifotra/15 ryo kuwa 09/06/2015 rigena uburyo bwo gushaka no gushyira mu myanya abakozi bagengwa n'amasezerano mu Nzego za Leta

Abakozi bagengwa n'amasezerano muri NIC bashakwa hifashishijwe inzira yo gushaka abakozi bagengwa na sitati rusange.

Nyuma y'ikorwa ry'ibizamini, umukandida watsindiye umwanya w'umurimo w'umukozi ugengwa n'amasezerano ntahabwa ibaruwa itanga akazi ahubwo asinyana na NIC amasezerano y'akazi hakurikijwe Itegeko rigenga umurimo mu Rwanda.

Amasezerano y'akazi muri NIC ntagomba kurenza igihe cy'umwaka umwe (1). Kongera ayo masezerano bikorwa mu nyandiko. Icyakora, hashingiwe ku mpamvu zidasanzwe, Minisiteri ishinzwe Abakozi ba Leta ishobora gutanga uruhushya rutuma igihe cy'amasezerano kirenga umwaka umwe.[20]

3.1.4. Ikorwa ry'akazi

Kuva igihe umukozi atangiriye akazi muri NIC kugeza igihe azakaviramo, yaba agengwa n'amasezerano y'umurimo (igihe ahari) cyangwa se yaba agengwa na Sitati rusange igenga Abakozi ba Leta agomba kugira uburyo acungwa, uburenganzira ahabwa ndetse n'inshingano agomba kubahiriza, kandi byose bikaba bishingiye ku mategeko.

3.1.5. Indahiro n'igeragezwa

Mbere yo gutangira imirimo, umukozi wa NIC agomba kurahirira imbere ya Perezida wa NIC n'Inama y'Abakomiseri muri aya magambo:

"Jyewe,………………………………….., ndahiriye u Rwanda ku mugaragaro:

1. *Ko ntazahemukira Repubulika y'u Rwanda;*
2. *Ko nzubahiriza Itegeko Nshinga n'andi mategeko;*
3. *Ko nzubaha Inzego za Leta ;*
4. *Ko nzakorana umurava imirimo nshinzwe, nubahiriza uburenganzira bw'abagenerwa serivisi bose;*
5. *Ko nzakoresha ukuri mu kazi, kandi ko ntazamena ibanga ry'akazi.*

Nintatira iyi ndahiro, nzabihanirwe n'amategeko.

Imana ibimfashemo".[21]

Umukozi wa NIC wese utangiye akazi, ageragezwa mu gihe cy'amezi atandatu (6), aho umuyobozi we wo mu rwego rwa mbere asuzuma imikorere ye ku bijyanye n'ubushobozi, imyitwarire n'imyifatire mu kazi.

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[20] Ingingo ya 6 Iteka rya Minisitiri N° 03/Mifotra/15 ryavuzwe haruguru ryo kuwa 09/06/2015 rigena uburyo bwo gushaka no gushyira mu myanya abakozi bagengwa n'amasezerano mu Nzego za Leta

[21] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 10: Indahiro

Umukozi wa NIC uri mu igeragezwa agira uburenganzira bw'ibanze nk'ubw'umukozi wa NIC warangije neza igeragezwa.[22]

Iyo igihe cy'igeragezwa kirangiye rikagaragaza ko umukozi wa NIC ashoboye akazi, ahita ahabwa akazi. Iyo igeragezwa rigaragaje ko uwageragejwe adashoboye akazi, ahita asezererwa nta mpaka. Byose bigakorwa mu nyandiko n'Umuyobozi wamushyize mu kazi.

Icyakora Umuyobozi wamushyize mu kazi ashobora gusubirishamo igeragezwa mu gihe kitarenze amezi atatu (3) bitewe n'impamvu zigaragara kandi zisobanutse.[23]

3.1.6. Umukozi uri mu kazi

Umukozi wa NIC ashobora kuba mu kazi, yimuwe, atijwe, ahagaritswe ku kazi by'agateganyo, ahagaritse akazi mu gihe kizwi. Afatwa kandi nk'umukozi uri mu kazi iyo ari mu kiruhuko, mu butumwa bw'akazi no mu mahugurwa. Umukozi uri mu kazi agira uburenganzira ku mushahara, ku kiruhuko cy'umwaka, ikiruhuko cy'ingoboka, ikiruhuko cyo kubyara ndetse no kuba yahabwa uruhushya.[24]

3.2. UBURENGANZIRA BW'UMUKOZI WA NIC

3.2.1. Isuzumabushobozi

Buri mwaka, umukozi wa NIC usanzwe mu kazi akorerwa isuzumabushobozi rishingira ku mihigo y'ibikorwa n'imyitwarire yagaragaje muri uwo mwaka, kugira ngo nyuma y'imyaka itatu rizashingirweho azamurwe mu ntera y'ingazi ntambike kandi n'umushahara we wiyongere, ndetse n'andi mashimwe arimo 5% cyangwa 3% by'umushahara mu gihe umukozi yagize hejuru y'amanota 80% cyangwa hagati ya 70% na 80% .

Ku mukozi ugitangira akazi muri NIC, isuzumabushobozi rikorwa hashingiwe ku myitwarire n'imihigo by'amezi atandatu (6) y'igeragezwa,rigashingirwaho mu kwemererwa akazi burundu igihe bigaragaye ko yitwaye neza kandi ashoboye akazi.[25]

Isuzumabushobozi ku rwego rwa mbere rikorwa n'Umuyobozi ukuriye umukozi ku rwego rwa mbere naho isuzumabushobozi ku rwego rwa kabiri rikorwa n'Umuyobozi ukuriye umukozi ku rwego rwa kabiri.

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[22] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 12: Igihe cy'igeragezwa

[23] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 13: Irangiza ry'igihe cy'igeragezwa

[24] Ingingo ya 16-46 y'Itegeko No 86/2013 ryo ku wa 11/09/2014 rishyiraho Sitati rusange igenga abakozi ba Leta

[25] Ingingo ya 14 y'Itegeko No 86/2013 ryo kuwa 11/09/2014 rishyiraho Sitati rusange igenga abakozi ba Leta

Umuyobozi wo ku rwego rwa mbere:

1) Ku bakozi bo mu mashami ni umuyobozi w'ishami
2) Ku bakozi bakorera mu Bunyamabanga Bukuru ni Umunyamabanga Mukuru
3) Ku bayobozi b'amashami akurikiranwa na Visi Perezida wa NIC n'Abakomiseri bahuriye mu mbonerahamwe y'inzego z'imirimo ni Visi Perezida wa NIC afatanije n'abo Bakomiseri naho ku Muyobozi w'ishami ry'Ubutegetsi n'Imari ni Umunyamabanga Mukuru.
4) Ku bakozi bakorera mu biro bya Perezida wa NIC ni Perezida wa NIC
5) Ku bakozi bakorera mu biro by'Umunyamabanga Mukuru ni Umunyamabanga Mukuru

Umuyobozi wo ku rwego rwa kabiri:

1) Ku bakozi bakorera mu mashami akurikiranwa na Visi Perezida n'Abakomiseri bahuriye mu mbonerahamwe y'inzego z'imirimo ni Visi Perezida wa NIC afatanije n'abo Bakomiseri.
2) Ku bayobozi b'amashami n'abakozi bakorera mu biro by'Umunyamabanga Mukuru ni Umunyamabanga Mukuru

3.2.2. Kuzamurwa mu ntera

Kuzamuka mu ntera y'ingazi ntambike biba iyo umukozi ashyizwe ku ntera yo hejuru ikurikira iyo yari asanzweho.

Umukozi ahabwa umushahara fatizo wo ku rwego rw'umurimo agezeho. Umukozi wo muri NIC azamurwa mu ntera iyo:

1) Amaze imyaka itatu (3) ku ngazintambike imwe akorera urwego rwo mu butegetsi bwa Leta;
2) Yabonye amanota amushyira mu itsinda rya mbere, irya kabiri cyangwa irya gatatu mu gihe cy'imyaka itatu (3) y'isuzumabushobozi, ariko atarashyizwe mu itsinda rya gatatu mu myaka ibiri(2) ikurikirana ku ngazi ntambike imwe;
3) Kuba muri iyo myaka itatu (3) atarahawe igihano cyo mu rwego rwa kabiri giteganywa na sitati rusange igenga abakozi ba Leta n'inzego z'imirimo ya Leta. [26]

3.2.3. Umushahara n'ibindi bigenwa n'amategeko

Umukozi wa NIC afite uburenganzira ku mushahara. Umushahara ugenwa hakurikijwe imbonerahamwe y'urutonde rw'imirimo.[27]

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[26] Iteka rya minisitiri w'intebe n°121/03 ryo kuwa 08/09/2010 rishyiraho uburyo bukoreshwa mu isuzumabushobozi n'izamurwa mu ntera ry'abakozi ba Leta - Ingingo ya 31: Kuzamurwa mu ntera

[27] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta - Ingingo ya 52: Umushahara

Umukozi wa NIC wahawe ubusigire ahabwa umushahara n'ibindi bitangwa buri kwezi bijyanye n'umwanya w'uwo yasigariyeho uhereye ku munsi wa mirongo itatu n'umwe (31) w'ubusigire.[28]

Umukozi wa NIC ugengwa n'amasezerano ahabwa umushahara n'ibindi bihabwa umukozi ugitangira akazi muri NIC kuri uwo mwanya. Iyo nta mwanya w'umurimo bisa mu buryo butaziguye, umushahara n'ibindi bigenwa hakorwa igereranya ry'imyanya.[29]

3.2.4. Ishimwe ku mukozi

Umukozi wa NIC ahabwa ishimwe hashingiwe ku manota yagize mu isuzumabushobozi ry'imihigo akorerwa buri mwaka. Iryo shimwe ribarwa ku buryo bukurikira hashingiwe ku mushahara fatizo umukozi agenerwa:

1) 5% ku mukozi wabonye amanota angana cyangwa ari hejuru ya 80%;
2) 3% ku mukozi wabonye amanota angana cyangwa ari hejuru ya 70% ariko atageze kuri 80%;
3) Umukozi wabonye amanota ari munsi ya 70% nta shimwe abona;

Umukozi wa NIC woherejwe kwiga anyuze mu buryo bwemejwe n'amategeko ahabwa ishimwe hashingiwe ku bitegenywa n'aya mabwiriza.[30]

Buri mwaka, umukozi watoranyijwe nk'indashyikirwa mu bandi hashingiwe mu mikorere n'imyitwarire agenerwa ishimwe n'Ubuyobozi bwa NIC.

3.2.5. Ibiruhuko

a. Ikiruhuko cy'umwaka

Umukozi ushinzwe imicungire y'abakozi afatanyije n'abayobozi b'amashami n'abahagarariye ibiro bya Perezida wa NIC n'Umunyamabanga Mukuru, ategura ingengabihe akayishyikiriza Umunyamabanga Mukuru kugira ngo ayemeze.

Hashingiwe ku ngengabihe y'ibiruhuko, Umukozi wa NIC afata ikiruhuko cy'umwaka gihwanye n'iminsi mirongo itatu (30) y'ukwezi, ashobora kugabanyamo inshuro zitarenze ebyiri (2).

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[28] Ingingo ya 60 y'Itegeko No 86/2013 ryo kuwa 11/09/2014 rishyiraho Stati rusange igenga abakozi ba Leta

[29] ingingo ya 7 y' Iteka rya Minisitiri No 03/Mifotra ryo kuwa 09/06/2015 rigena uburyo bwo gushaka no gushyira mu myanya abakozi bagengwa n'amaseerano mu nzego z'imirimo ya Leta

[30] Iteka rya minisitiri w'intebe n°121/03 ryo kuwa 08/09/2010 rishyiraho uburyo bukoreshwa mu isuzumabushobozi n'izamurwa mu ntera ry'abakozi ba Leta - Ingingo ya 29: Ishimwe ku mukozi wagaragaje amanota meza

Umukozi ugiye mu kiruhuko cy'umwaka yuzuza ifishi isaba ikiruhuko isinywaho n'Umuyobozi we ku rwego rwa mbere, umukozi ushinzwe imicungire y'abakozi n'Umunyamabanga Mukuru. Iyo fishi y' umwimerere ishyirwa muri dosiye ye y'akazi.

Iyo umwaka ushize umukozi wa NIC adashoboye gufata ikiruhuko kubera impamvu z'akazi kandi yaracyatse mu nyandiko, agomba kugifata mu kwezi kubanza k'umwaka ukurikiyeho.[31]

Icyakora, umukozi wa NIC ugitangira akazi afata ikiruhuko nyuma y'amezi cumi n'abiri (12) habariwemo igihe cy'igeragezwa.[32]

Ingengabihe y'ikiruhuko cy'umwaka ishobora kuvugururwa mu mezi (6) atandatu.

b. Ikiruhuko cy'ingoboka

Umukozi wa NIC yuzuza ifishi isaba ikiruhuko cy' ingoboka kubera ibintu byiza cyangwa ibyago byabaye mu muryango we, mu buryo bukurikira :

1) Ishyingirwa ry'umukozi imbere y'Amategeko: iminsi ibiri (2) y'akazi y'ikiruhuko;
2) Iyo umugore we yabyaye: iminsi ine (4) y'akazi y'ikihuruko;
3) Iyo uwo bashakanye yapfuye: iminsi itandatu (6) y'akazi y'ikihuruko;
4) Iyo umubyeyi ku gisanira cya mbere, yapfuye: iminsi itatu (3) y'akazi y'ikihuruko;
5) Iyo umwana w'umukozi ku gisanira cya mbere cyangwa umwana abereye umubyeyi mu buryo bwemewe n'amategeko yapfuye: iminsi ine (4) y'akazi y'ikiruhuko;
6) Iyo umuvandimwe uvukana n'umukozi ku gisanira cya mbere yapfuye: iminsi ibiri (2) y'akazi y'ikiruhuko;
7) Iyo sebukwe cyangwa nyirabukwe yapfuye: iminsi ibiri (2) y'akazi y'ikihuruko.[33]

c. Ikiruhuko cyo kubyara

Umukozi wa NIC wabyaye ahabwa ikiruhuko cyo kubyara kingana n'ibyumweru cumi na bibiri (12) bikurikirana, birimo nibura bibiri (2) ashobora gufata mbere yo kubyara. Uwabyaye umwana upfuye cyangwa upfushije umwana utaramara ukwezi ahabwa ikiruhuko cy'ibyumweru bine (4) uhereye igihe ibi byabereye[34].

Umukozi usaba ikiruhuko cyo kubyara, yuzuza ifishi isaba ikiruhuko ishyirwaho umukono n'umuyobozi we ku rwego rwa mbere, Ushinzwe imicungire y'abakozi n'Umunyamabanga

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[31] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta - Ingingo ya 20: Igihe ntarengwa cyo gufata ikiruhuko cy'umwaka

[32] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 19: Ikiruhuko cy'umwaka

[33] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 21: Ikiruhuko cy'ingoboka

[34] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 22: Ikiruhuko cyo kubyara

Mukuru. Umukozi wa NIC wahawe ikiruhuko cyo kubyara akomeza guhembwa umushara we wose.

Iyo hari ingorane zibayeho zishingiye ku kubyara, zaba ku mugore wabyaye cyangwa ku mwana yabyaye bikemezwa na muganga wemewe na Leta, NIC iha uwo mugore wabyaye ikiruhuko cy'inyongera kitarengeje ukwezi kumwe (1) kandi gihemberwa ijana ku ijana (100%).

Ikiruhuko cy'inyongera cy'iminsi makumyabiri (20) y'ukwezi yiyongera ku biruhuko by'ingoboka gihabwa se w'umwana iyo nyina w'umwana apfuye abyara agasiga uruhinja.[35]

Iyo ikiruhuko cy'umwaka gihuye n'ikiruhuko cy'ingoboka cyangwa ikiruhuko cyo kubyara, ikiruhuko cy'umwaka kirasubikwa kikazakomeza nyuma y'ikiruhuko cy'ingoboka cyangwa icyo kubyara.[36]

Mu gihe cy'amezi cumi n'abiri (12) uhereye ku ivuka ry'umwana, kandi nyuma y'ikiruhuko cyo kubyara, umugore wabyaye agira uburenganzira bwo gufata ikiruhuko cy'isaha imwe (1) ku munsi, kugira ngo yonse umwana. Ikiruhuko umugore wonsa yemererwa n'amategeko agifata ku masaha y'akazi kandi agomba kugihemberwa.[37]

d. Ikiruhuko kigufi cy'uburwayi

Umukozi wa NIC urwaye yemerewe ikiruhuko kigufi cy'uburwayi kitarengeje iminsi cumi n'itanu (15) kubera impamvu z'uburwayi zemejwe na muganga wemewe na Leta.[38] Kugira ngo agihabwe, yuzuza ifishi isaba ikiruhuko akomekaho icyemezo cya muganga wemewe na Leta. Iyo fishi ishyirwaho umukono numuyobozi we ku rwego rwa mbere, Umukozi ushinzwe imicungire y'abakozi n'Umunyamabanga Mukuru.

Mu gihe umukozi atabashije kugera mu kazi kubera ikibazo cy'uburwayi, abimenyesha umuyobozi umukuriye ku rwego rwa mbere hifashishijwe uburyo bwa telefoni cyangwa email, akazakurikiza uburyo busaba ikiruhuko mu gihe ageze mu kazi.

e. Ikiruhuko kirekire cy'uburwayi

Umukozi wa NIC urwaye yemerewe ikiruhuko kirekire cy'uburwayi kitarengeje amezi atandatu (6) gitangirwa icyemezo n'akanama k'abaganga batatu (3) bemewe na Leta,

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[35] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 24: Ikiruhuko cy'inyongera mu gihe habaye ingorane

[36] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 25: Impurirane y'ibiruhuko

[37] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 26: Igihe cyo konsa

[38] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 27: Ikiruhuko kigufi cy'uburwayi

bikamenyeshwa Komisiyo ishinzwe abakozi ba Leta. Kugira ngo agihabwe, yuzuza ifishi isaba ikiruhuko akomekaho icyemezo cya muganga wemewe na Leta. Iyo fishi ishyirwaho umukono n'umuyobozi we ku rwego rwa mbere, Umukozi ushinzwe imicungire y'abakozi n'Umunyamabanga Mukuru.

Mu gihe umukozi atabashije kugera mukazi kubera ikibazo cy'uburwayi, abimenyesha umuyobozi umukuriye ku rwego rwa mbere hifashishijwe uburyo bwa telefoni cyangwa email, akazakurikiza uburyo busaba ikiruhuko mu gihe ageze mu kazi.

Umukozi wa NIC uri mu kiruhuko kirekire cy'uburwayi, afite uburenganzira ku mushahara we wose mu gihe cy'amezi atatu (3) abanza. Mu gihe cy'amezi atatu (3) asigaye ahembwa bibiri bya gatatu (2/3) by'umushahara we.[39]

3.2.6. Amahugurwa

Nibura rimwe mu myaka ibiri (2), Umukozi wa NIC yemerewe amahugurwa agamije kongera ubushobozi bwe mu kazi hakurikijwe imirimo ashinzwe n'ibisabwa ku mwanya arimo, cyangwa hibandwa ku buryo ubumenyi bukenewe muri NIC.

Umukozi ushinzwe imicungire y'abakozi afatanyije n'abayobozi b'amashami n'abahagarariye ibiro bya Perezida wa NIC n'Umunyamabanga Mukuru, ategura gahunda y'amahugurwa y'abakozi akashyikiriza Umunyamabanga Mukuru kugira ngo ayemeze kandi ayishyikirize CESB (Capacity Development and Employment Services Board).

Umukozi wa NIC mushya mu kazi agomba nawe kumenyerezwa ku mwanya mu bijyanye n'imikorere y'akazi ashinzwe.[40]

Umukozi wa NIC wemerewe kujya mu mahugurwa y'igihe gito imbere mu Gihugu, mbere yo kugenda ahabwa uruhushya n'Umunyamabanga Mukuru.

Umukozi wa NIC wagenwe kujya mu mahugurwa atarengeje iminsi mirongo itatu (30) mu mahanga ahabwa uruhushya mbere y'uko agenda na Minisitiri w'Intebe.

Umukozi wa NIC wagenwe kujya mu mahugurwa mu mahanga arengeje iminsi mirongo itatu (30) cyangwa amahugurwa y'igihe kirekire imbere mu Gihugu asabirwa n'Umunyamabanga Mukuru uruhushya rwo kujya mu mahugurwa rutangwa na Minisitiri ufite abakozi ba Leta mu nshingano ze cyangwa undi yabihereye ububasha.

Umukozi wa NIC ugiye mu mahugurwa nta ruhushya ahawe afatwa nk'uwataye akazi kandi abihanirwa hakurikijwe amategeko agenga imihanire y'Abakozi ba Leta.[41]

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[39] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 28: Ikiruhuko kirekire cy'uburwayi

[40] Iteka rya minisitiri w'intebe n°003/03 ryo ku wa 16/01/2015 rigena uburyo amahugurwa y'abakozi ba Leta akorwa -Ingingo ya 4: Amahugurwa y'umukozi ugitangira akazi

Umukozi wa NIC wagiye mu mahugurwa ntayakurikirane nk'uko yamuteganyirijwe nta mpamvu igaragara, asabwa kwishyura amafaranga yamwishyuriwe yose kugira ngo ajye mu mahugurwa, n'ayo yahembwe mu gihe cy'amahugurwa niba atarakoraga kandi agahanwa hakurikijwe amategeko abigenga.[42]

Iyo umukozi wa NIC wafashijwe na Leta kugura imodoka cyangwa moto, agiye mu mahugurwa, akomeza guhabwa lump sum uko bisanzwe mu gihe cy'amezi atatu (3) gusa. Nyuma y'icyo gihe, agenerwa gusa igice cya lump sum kigenewe kwishyura inguzanyo ya banki. Umukozi wese udafashwa na Leta kugura imodoka, iyo agiye mu mahugurwa mu mahanga cyangwa imbere mu Gihugu akomeza guhabwa amafaranga y'urugendo uko bisanzwe mu gihe amahugurwa agiyemo atarengeje amezi atatu (3). Iyo amahugurwa arengeje amezi atatu (3), umukozi uyarimo ntagenerwa amafaranga y'urugendo nyuma y'amezi atatu (3) ya mbere.[43]

Nyuma y'amahugurwa, umukozi akora raporo y'amahugurwa akayishyikiriza uwamwohereje mu mahugurwa mu gihe kitarenze iminsi umunani (8) amahugurwa arangiye[44].

3.3. INSHINGANO Z'UMUKOZI WA NIC

3.3.1. Amasaha y'akazi

Mu cyumweru umukozi wa NIC akora amasaha mirongo ine n'atanu (45),[45] Amasaha icyenda (9) akorwa buri munsi kuva ku wa mbere kugera ku wa gatanu.

Mu kugenzura iyubahirizwa ry'amasaha y'akazi, hifashishwa ikoranabuhanga rigezweho rya "Finger Print" ku cyicaro gikuru cya NIC, mu kigo gitorezwamo umuco w'ubutore n'ahandi umukozi wa NIC yaba yatumiwe mu kazi. Amasaha y'akazi ku munsi akorwa ku buryo akazi gatangira saa moya za mu gitondo kakageza saa kumi n'imwe z'umugoroba, hagati harimo ikiruhuko cy'isaha imwe gitangira saa sita kikarangira saa saba.

Buri wa Gatanu uhereye saa cyenda z'amanywa (15h00) kugeza saa kumi n'imwe (17h00), amasaha y'akazi akorwamo siporo.Hashingiwe ku mpamvu zifatika zijyanye n'umwihariko

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[41] Iteka rya minisitiri w'intebe n°003/03 ryo ku wa 16/01/2015 rigena uburyo amahugurwa y'abakozi ba Leta akorwa -Ingingo ya 9: Uruhushya rwo kujya mu mahugurwa

[42] Official Gazette n°29bis of 18/07/2016 - Iteka rya minisitiri w'intebe n°151/03 ryo ku wa 10/06/2016 rigena uburyo amahugurwa y'abakozi ba Leta akorwa - Ingingo ya 15: Gukurikira amahugurwa

[43] Official Gazette n°29bis of 18/07/2016 - Iteka rya minisitiri w'intebe n°151/03 ryo ku wa 10/06/2016 rigena uburyo amahugurwa y'abakozi ba Leta akorwa - Ingingo ya 21: Koroherezwa ingendo

[44] Official Gazette n°29bis of 18/07/2016 - Iteka rya minisitiri w'intebe n°151/03 ryo ku wa 10/06/2016 rigena uburyo amahugurwa y'abakozi ba Leta akorwa - Ingingo ya 17: Raporo y'amahugurwa

[45] Official Gazette no27 of 06/07/2015 - Iteka rya minisitiri n° 02/mifotra/15 ryo ku wa 09/06/2015 rigena amasaha y'akazi mu cyumweru mu butegetsi bwa Leta n'uburyo yubahirizwa - Ingingo 2: Amasaha y'akazi mu cyumweru

w'akazi, Minisitiri ufite abakozi ba Leta mu nshingano ze ashobora gutanga uruhushya rwanditse rwemerera NIC kugena ukundi ingengabihe y'amasaha y'akazi.[46]

NIC igomba kugira uburyo bw'ikoranabuhanga bugezweho bucunga uko abakozi bubahiriza amasaha y'akazi. Kutubahiriza amasaha y'akazi ni ikosa ryo mu kazi.[47]

Iyo umukozi wa NIC ageze cyangwa asohotse mu kazi, agomba gukoza ikiganza cye cyangwa ikarita y'akazi ku kamashini kabugenewe (Finger Print), ariko umukozi uri mu butumwa bw'akazi ntibimureba kuko aba afite urupapuro rw'ubutumwa bw'akazi rusimbura mu gukoresha "Finger Print".

Mu gihe umukozi wa NIC yakoze amasaha y'ikirenga mu nyungu z'imirimo ashinzwe yuzuza ifishe igaragaza amasaha y'ikirenga yakoze bikemezwa n'umuyobozi we. Iyo umukozi ari mu butumwa bw'akazi byemezwa n'umuyobozi ukuriye ubutumwa. Iyo fishe ishyikirizwa umukozi ushinzwe imicungire y'abakozi mbere y'uko umukozi afata ikiruhuko gisimbura amasaha y'ikirenga yakoze. Icyo kiruhuko gihwanye n'amasaha y'ikirenga kigira agaciro kandi kigafatwa mu gihe kitarenze ukwezi kumwe kubarwa uhereye igihe gukora amasaha y'ikirenga byabereye.

Uruhushya

Umukozi wa NIC yemerewe uruhushya rw'umunsi umwe (1) rutavanwa mu minsi y'ikiruhuko cy'umwaka iyo arusabye kandi akaruhabwa n'Umuyobozi we ku rwego rwa mbere. Icyakora ntashobora kurenza iminsi cumi (10) y'uruhushya mu mwaka.[48]

3.3.2. Kwirinda ibyateza NIC igihombo

Umukozi wa NIC wese agomba kwita ku cyarengera umutungo wa NIC agenzura ko nta byakozwe cyangwa ko nta biteganywa gukorwa byateza NIC igihombo. Ikosa ryose cyangwa icyaha gikozwe n'umukozi wa NIC, cyaba gikozwe abigambiriye cyangwa bitewe n'uburangare bigatuma NIC igira igihombo biviramo uwabikoze gukurikiranwa kugira ngo yishyure icyo gihombo yateje, bityo agakurikiranwaho indishyi.

Umukozi wa NIC umenye amakuru yerekeye igihombo cyatejwe NIC cyangwa ibikorwa bishobora kukiyiteza agomba kuyashyikiriza Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta,

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[46] Official Gazette no27 of 06/07/2015 - Iteka rya minisitiri n° 02/mifotra/15 ryo ku wa 09/06/2015 rigena amasaha y'akazi mu cyumweru mu butegetsi bwa Leta n'uburyo yubahirizwa - Ingingo 3: Amasaha y'akazi ku munsi

[47] Official Gazette no27 of 06/07/2015 - Iteka rya minisitiri n° 02/mifotra/15 ryo ku wa 09/06/2015 rigena amasaha y'akazi mu cyumweru mu butegetsi bwa Leta n'uburyo yubahirizwa -Ingingo ya 4: Kubahiriza amasaha y'akazi

[48] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta -Ingingo ya 29: Uruhushya

cyangwa Perezida wa NIC, cyangwa izindi nzego zifite ububasha bwo kubikurikirana, hamwe n'ibimenyetso cyangwa inyandiko zose afite zerekeye icyo kibazo.

3.3.3. Imyitwarire mbonezamurimo

Buri mukozi agomba kugira no kugaragaza imico n'imyitwarire myiza. Iyo myitwarire igomba kumuranga aho yaba ari hose, haba ku kazi no hanze y'akazi. Mu mahame agomba kumuranga mu kazi no hanze y'akazi hari:

1) Kubahiriza Itegeko Nshinga, andi mategeko na gahunda za Leta
2) Kutabogama, gushyira mu gaciro no gukorera mu mucyo
3) Ubunyangamugayo
4) Kutihanganira: ruswa, gusambanya ku gahato no guhoza undi ku nkeke hagambiriwe imibonano mpuzabitsina.[49]

Byumwihariko mu kazi, umukozi wa NIC agomba kurangwa n'imyitwarire ikurikira:

1) Kwitabira akazi;
2) Guha igihe agaciro no kugikoresha neza;
3) Gukorana ubwitange no gushyira imbere inyungu rusange;
4) Gukora mu buryo buboneye umurimo;
5) Imikorere inoze no kugera ku musaruro;
6) Kwakira no kwita ku bashaka serivisi;
7) Gucunga neza umutungo;
8) Gutanga amakuru mu buryo butanga umusaruro;
9) Kugira ibanga ry'akazi;
10) Kudahagarika serivisi ya NIC;
11) Kugira imvugo irangwamo umuco w'ubutore;
12) Kwirinda urusaku mu kazi;
13) Imyambaro iboneye n'ikarita y'akazi;[50]
14) Kwambara impuzankano yagenewe umutoza w'Intore igihe agiye gutoza.

3.3.4. Guhindura umwanya w'umurimo

Umukozi wa NIC agomba gukora mu mwanya w'umurimo yashyizwemo, ariko kubera inyungu z'akazi kandi bikozwe n'Inama y'Abakomiseri, umukozi ashobora kwimurirwa ku wundi mwanya w'umurimo yujurije ibisabwa ku mbonerahamwe y'imyanya y'imirimo kandi uhuje intera n'uwo yari asanzeho, akagumana uburenganzira ku ntera yari agezeho hashingiwe ku burambe n'imikorere afite mu kazi.

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[49] Ingingo ya 4 kugeza ku ya 8 z'Iteka rya Perezida No 45/01 ryo kuwa 30/06/2015 rigena imyitwarire mbonezamurimo y'Abakozi ba Leta

[50] Ingingo ya 9 kugeza kuya 19 z'Iteka rya Perezida N° 45/01 ryo kuwa 30/06/2015 rigena imyitwarire mbonezamurimo y'Abakozi ba Leta

Umukozi wa NIC umaze nibura imyaka itatu (3) ku mwanya w'umurimo yashyizweho ashobora guhindura umwanya w'umurimo yakoragaho akajya ku wundi mwanya w'umurimo muri NIC, iyo uwo mukozi yatsindiye umwanya ashaka kujyaho kandi akawemererwa hakurikijwe uburyo bwo gushaka no gushyira Abakozi mu myanya.

3.3.5. Ubutumwa bw'akazi

Umukozi wa NIC ashobora kujya mu butumwa bw'akazi bukurikira:

1) Ubutumwa bw'akazi imbere mu Gihugu
2) Ubutumwa bw'akazi mu mahanga

a. Ubutumwa bw'akazi imbere mu gihugu

Urwandiko rwohereza umukozi mu butumwa (ordre de mission) rusinywa n'Umunyamabanga Mukuru, abisabwe n'umuyobozi ku rwego rwa mbere. Urwo rwandiko rushyikirizwa DAF iminsi ine (4) y'akazi mbere y'ubutumwa.

Umukozi wa NIC woherejwe mu butumwa bw'akazi imbere mu gihugu, yaba arara cyangwa atarara, agenerwa amafaranga y'ubutumwa hashingiwe ku bigenwa n'amabwiriza ya Minisitiri w'Imari. Ubutumwa bw'imbere mu Gihugu ntibugomba kurenza iminsi mirongo itatu (30) ikurikirana.[51]

Umukozi wa NIC ugiye mu butumwa bujyanye n'itorero no mu gihe cyo gutoza yambara umwambaro w'umutoza w'Intore agurirwa na NIC. Ubwoko bwawo bugenwa n'Inama y'Abakomiseri.

b. Ubutumwa bw'akazi mu mahanga

Urwandiko rwohereza umukozi mu butumwa bw'akazi mu mahanga, rusinywa na Minisitiri w'Intebe ashingiye ku busabe bwa NIC. Ibigenderwaho, ibyitabwaho n'ibigenerwa Umukozi wa NIC woherejwe mu butumwa bw'akazi mu mahanga, bikurikiza ibigenwa n'Iteka rya Perezida ryo rigena ubutumwa bw'akazi mu mahanga.

Raporo y' ubutumwa bw'akazi itangwa mu gihe kitarengeje iminsi umunani (8), uhereye igihe ubutumwa burangiriye.

Iyo umukozi usoje ubutumwa bw'akazi akora raporo y'ubutumwa bw'akazi igashyikirizwa umuyobozi we ku rwego rwa mbere, Visi Perezida n'Umunyamabanga Mukuru bagahabwa kopi (kopi ihabwa Umunyamabanga Mukuru iherekejwe n' urupapuro rw'ubutumwa

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[51] Official Gazette n° Special of 16/10/2015 - Iteka rya perezida n°109/01 ryo ku wa 15/10/2015 rigenga ubutumwa bw'akazi imbere mu gihugu - Ingingo ya 5: Igihe ubutumwa butarenza

rw'umwimerere ruriho umukono w'aho yakoreye ubutumwa) iyo atari bo bayobozi be ku rwego rwa mbere.

Iyo uwagiye mu butumwa ari Komiseri, akora raporo y'ubutumwa bw'akazi igashyikirizwa Perezida wa NIC,Umunyamabanga Mukuru agahabwa kopi iherekejwe n' urupapuro rw'ubutumwa rw'umwimerere ruriho umukono w'aho yakoreye ubutumwa[52].

Iyo ubutumwa bw'akazi bwagiwemo n'abakozi barenze umwe (1), Abakomiseri cyangwa abakozi na Komiseri, hakorwa raporo ishyirwaho umukono n'abari mu butumwa bose. Iyo ubutumwa bwarimo abakozi na Komiseri, raporo ishyikirizwa Perezida wa NIC, Umunyamabanga Mukuru agahabwa kopi iherekejwe n' urupapuro rw'ubutumwa rw'umwimerere ruriho umukono w'aho yakoreye ubutumwa[53].

Komiseri cyangwa umukozi usoje ubutumwa bw'akazi, ashyikiriza ishami ry'ubutegetsi n'imari kopi ya raporo iherekejwe n'urupapuro rw'ubutumwa rw'umwimerere ruriho umukono w'aho umukozi yakoreye ubutumwa.

Iyo ari ubutumwa bw'akazi mu mahanga, raporo ishyikirizwa Minisitiri w'Intebe, NIC ikagenerwa kopi[54].

3.3.6. Amakosa y'akazi n'ibihano

Ibihano byo mu rwego rw'akazi bihabwa abakozi ba NIC biri mu nzego ebyiri (2).

1) Ibihano byo mu rwego rwa mbere byerekeye amakosa yoroheje,
2) Ibihano byo mu rwego rwa kabiri byerekeye amakosa aremereye.

Urwego rwa mbere rugizwe n'ibihano bikurikira:

1) Kwihanangirizwa;
2) Kugawa.

Urwego rwa kabiri rugizwe n'ibihano bikurikira:

1) Gukerererwa kuzamurwa mu ntera;
2) Guhagarikwa ku kazi mu gihe kitarenze amezi atatu (3) adahemberwa;
3) Kwirukanwa burundu.[55]

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[52] Official Gazette n° Special of 16/10/2015 - Iteka rya perezida n°109/01 ryo ku wa 15/10/2015 rigenga ubutumwa bw'akazi imbere mu gihugu -Ingingo ya 11:Raporo y'ubutumwa bw'akazi

[53] Official Gazette n° Special of 16/10/2015 - Iteka rya perezida n°109/01 ryo ku wa 15/10/2015 rigenga ubutumwa bw'akazi imbere mu gihugu -Ingingo ya 11:Raporo y'ubutumwa bw'akazi

[54] Official Gazette n° 10 of 06/03/2017 - Iteka rya perezida n°44/01 ryo ku wa 24/02/2017 rigenga ubutumwa bw'akazi mu mahanga -Ingingo ya 29: Raporo z'inzego za Leta ku butumwa bw'akazi mu mahanga

[55] Official Gazette n° 42 bis of 21/10/2013 - Itegeko n°86/2013 ryo kuwa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta - Ingingo ya 76: Inzego z'ibihano byo mu rwego rw'akazi

Kugira ngo ikosa rihabwe uburemere runaka hashingirwa ku buryo ryabayemo n'ingaruka ryateje.

Birashoboka rero koroshya ikosa cyangwa kuriremereza bitewe n'ibyavuzwe haruguru.

Mbere y'uko umukozi ahabwa igihano, abanza gusabwa n'Umunyamabanga Mukuru ibisobanuro ku ikosa akekwaho, akabitanga, hanyuma akagaragarizwa niba ibisobanuro bye byumvikanye cyangwa se bitumvikanye. Mu gihe byaba bitumvikanye dosiye ye ishyikirizwa akanama gashinzwe imyitwarire kugira ngo kabitangeho umwanzuro. Iyo ari ikosa ryoroheje, ako kanama gatanga umwanzuro w'igihano umukozi yahabwa. Iyo ari ikosa rikomeye, akanama gatanga umwanzuro ariko n'urwego rukagisha inama Minisitiri w'Abakozi ba Leta n'Umurimo mbere yo guhana umukozi.

Umukozi utanyuzwe n'igihano yahawe cyangwa se wumva yarenganyijwe afite uburenganzira bwo kujurira. Ku rwego rwa mbere ubujurire bwe abushyikiriza urwego rwamuhannye mu gihe kitarenze iminsi itanu (5) y'akazi amenyeshejwe icyemezo yafatiwe, agahabwa igisubizo mu gihe kitarenze iminsi cumi n'itanu (15) y'akazi uhereye umunsi ubujurire bwakiriwe n'umuyobozi wamufatiye igihano; naho ku rwego rwa kabiri akabushyikiriza Komisiyo ishinzwe Abakozi ba Leta, bigakorwa mu gihe kitarenze iminsi itanu (5) y'akazi uhereye ku munsi yaherewe igisubizo.

Iyo atishimiye umwanzuro utanzwe na Komisiyo ishinzwe Abakozi ba Leta, ashobora kuregera inkiko zibifitiye ububasha.[56]

Akanama gashinzwe gukurikirana amakosa

Akanama gashinzwe ikurikirana ry'amakosa y'abakozi muri NIC kagizwe n'Umuyobozi w'ishami ufite abakozi mu nshingano ze, ari na we Perezida w'akanama; umukozi ufite imicungire y'abakozi mu nshingano ze, ari na we munyamabanga w'akanama n'umujyanama wa NIC mu by'amategeko.

Abandi bagize akanama gashinzwe ikurikirana ry'amakosa batorwa ku buryo bukurikira:

1) umukozi uhagarariye abakozi bo mu cyiciro cy'imirimo y'abaporofesiyoneli utorwa na bagenzi be;
2) umukozi uhagarariye abakozi bo mu cyiciro cy'imirimo ya tekiniki utorwa na bagenzi be.

Uretse umujyanama mu by'amategeko w'urwego na Perezida n'Umunyamabanga ba Komite, bakora imirimo y'akanama mu buryo buhoraho, abandi bagize akanama gashinzwe ikurikirana ry'amakosa batorerwa manda y'umwaka umwe (1), ishobora kongerwa inshuro imwe gusa.

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[56] ingingo ya 5-16 z'Iteka rya Perezida No 65/01 ryo ku wa 04/03/2014 rigena uburyo bwo gutanga ibihano ku bakozi ba Leta bakoze amakosa mu kazi na 76-85 z'Itegeko No 86/2013 ryo kuwa 11/09/2014 rishyiraho Stati rusange igenga abakozi ba Leta

Iyo ugize akanama gashinzwe ikurikirana ry'amakosa akurikiranyweho ikosa, ntiyitabira imirimo ijyanye no gusuzuma ikosa rye.

3.4. Kuva mu bakozi ba NIC

Umukozi wa NIC ava mu bakozi ba NIC iyo:

1) Ahagaritse akazi mu gihe kitazwi;
2) Asezeye burundu ku kazi;
3) Asezerewe nta mpaka;
4) Yirukanywe burundu;
5) Ahawe ikiruhuko cy'izabukuru;
6) Apfuye.

Ibi bikaba bituma umukozi ahanagurwa ku rutonde rw'abakozi ba NIC.[57]

3.4.1. Guhagarika akazi mu gihe kitazwi

Umukozi wa NIC ashobora kwemererwa guhagarika akazi mu gihe kitazwi iyo amaze imyaka itatu (3) ku mwanya w'umurimo asabiraho guhagarika akazi mu gihe kitazwi. Iyo abyemerewe, ntashobora kongera gusaba akazi cyangwa gushyirwa mu kazi mu nzego za Leta ataramara imyaka itatu ibarwa guhera igihe yahagarikiyeho akazi mu gihe kitazwi.

3.4.2. Gusezera burundu ku kazi

Gusezera burundu ku kazi ni icyemezo umukozi afata we ubwe agasaba gusezera burundu muri NIC no ku mwanya w'umurimo yakoragaho, ubwo agahanagurwa ku rutonde rw'abakozi ba Leta. Kandi akaba atakongera kurusubizwaho mbere y'imyaka irindwi, binyuze mu ipiganwa cyangwa gushyirwaho.

3.4.3. Gusezererwa nta mpaka

Gusezererwa nta mpaka ni icyemezo gifatwa n'Ubuyobozi bwa NIC cyo kuvana umukozi mu bakozi ba Leta, bitewe n'impamvu zikurikira:

1) nyuma y'igihe cy'igeragezwa hakozwe isuzumabushobozi bikagaragara ko uwageragejwe adashoboye akazi;
2) afunzwe by'agateganyo mu gihe kirengeje amezi atandatu (6);
3) adafite intege cyangwa ubwenge bishobora gutuma asubira ku kazi arangije ikiruhuko kirekire cy'uburwayi giteganywa mu ngingo ya 28 y'iri tegeko;
4) agaragaweho kuba atagishoboye akazi binyuze mu isuzumabushobozi;

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[57] Ingingo ya 86-104 z'Itegeko No 86/2013 ryo kuwa 11/09/2014 rishyiraho Stati rusange igenga abakozi ba Leta

5) nyuma y'ihagarikwa ry'agateganyo rirengeje igihe cy'amezi atandatu (6);

Gusezererwa nta mpaka bitandukanye no guhagarika akazi mu gihe kitazwi cyangwa gusezera ku kazi, kuko byo bikorwa n'umukozi ku bushake bwe, ariko gusezererwa nta mpaka bikorwa n'Ubuyobozi bitavuye ku bushake bw'umukozi.

Icyitonderwa:

a) Umukozi wa NIC wasezerewe nta mpaka mu bakozi ba Leta kubera ivanwaho ry'umurimo ahabwa imperekeza mu buryo buteganyijwe n'amategeko.[58]
b) Umuntu utakiri umukozi wa NIC bitewe n'uko yasezerewe ku kazi nta mpaka mu bakozi ba Leta, ashobora gusubira mu kazi mu butegetsi bwa Leta binyuze mu buryo bwo gushaka no gushyira abakozi mu myanya buteganywa n'amategeko.

3.4.4. Kwirukanwa burundu

Kwirukanwa burundu ku kazi ni icyemezo gifatwa mu nyandiko n'ubuyobozi bwa NIC cyo kuvana burundu umukozi wa NIC mu bakozi ba Leta, bitewe n'ikosa rikomeye yakoze. Iyo umuntu yirukanwe burundu mu bakozi ba Leta agashaka kongera kuba umukozi wa Leta, ashobora gusaba gusubirana uburenganzira bwo gushaka akazi cyangwa gushyirwa mu mwanya mu butegetsi bwa Leta, ariko bigakorwa amaze gukorerwa ihanagurabusembwa. Gusaba guhanagurwaho ubusembwa bikorwa nyuma y'imyaka irindwi (7) ibarwa uhereye igihe umukozi yirukaniwe burundu mu bakozi ba Leta.

3.4.5. Ikiruhuko cy'izabukuru

Ikiruhuko cy'izabukuru ni irangira risanzwe ry'umurimo w'umukozi wa Leta, ari byo bimuhesha uburenganzira ku mafaranga y'izabukuru nk'uko ateganywa n'amategeko y'ubwiteganyirize.

Umuyobozi washyize mu mwanya umukozi wa Leta, ni na we ufite ububasha bwo kumwemerera kujya mu kiruhuko cy'izabukuru. Ubusanzwe, umukozi wa Leta yemererwa ikiruhuko cy'izabukuru iyo yujuje imyaka mirongo itandatu n'itanu (65). Icyakora, umukozi wujuje nibura imyaka mirongo itandatu (60) y'amavuko kandi akaba amaze gukora nibura imyaka cumi n'itanu (15) atanga imisanzu mu Kigo cy'Ubwiteganyirize mu Rwanda, ashobora gusaba kujya mu kiruhuko cy'izabukuru igihe giteganyijwe kitaragera.

Umukozi ushyizwe mu kiruhuko cy'izabukuru akora muri NIC, imugenera impamba y'izabukuru itangwa mu mafaranga, hashingiwe ku burambe uwo mukozi afite mu Butegetsi bwa Leta.

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[58] Ingingo ya 95 y'Itegeko N° 86/2013 ryo kuwa 11/09/2014 rishyiraho Stati rusange igenga abakozi ba Leta

3.4.6. Urupfu rw'umukozi wa Leta

a. Amafaranga y'impozamarira

Iyo umukozi wa NIC apfuye aba arangije umurimo we mu bakozi ba NIC kandi n'ikurikiranwa ku makosa yaba yarakoze mu kazi rikarangirira aho. Iyo umukozi wa Leta apfuye akiri ku mirimo, uwapfakaye n'imfubyi asize bahabwa amafaranga y'impozamarira atangirwa rimwe angana n'inshuro esheshatu (6) z'umushahara mbumbe yahembwe bwa nyuma, yaba atabafite agahabwa abamuzungura bemewe n'amategeko.

b. Amafaranga y'ishyingura

Iyo umukozi wa NIC yitabye Imana, NIC igenera umuryango wa nyakwigendera amafaranga y'amanyarwanda ibihumbi magana arindwi (700.000 Frw) imisoro yavanywemo yo kumushyingura. Iyo umukozi yitabye Imana kubera impanuka y'akazi cyangwa indwara iturutse ku kazi, NIC igenera umuryango we amafaranga yavuzwe haruguru bitabujije ko hakwiyongeraho amafaranga y'ubwishingizi atangwa n'Ikigo gishinzwe ubwiteganyirize bw'abakozi mu Rwanda, hakurikijwe amategeko abigenga.

Ayo mafaranga ahabwa uwashakanye na nyakwigendera wemewe n"amategeko cyangwa uwemerewe kumuzungura. Ariko ashobora no guhabwa undi wese wemejwe n'ubuyobozi bw'Umurenge iyo abafite uburengazira bahabwa n'amategeko bwo kumuzungura babuze.[59]

3.5. Gutanga no guhabwa ububasha (authority delegation)

Mu rwego rwo kunoza imikorere n'imikoranire ndetse no kwihutisha imirimo kandi hatangwa serivisi inoze, umuyobozi ashobora guha ububasha undi mukozi bakorana mu rwego rumwe ububasha bwo kurangiza zimwe mu nshingano ahabwa n'amategeko. Abayobozi bari mu myanya y'ubuyobozi kandi bafite inshingano z'ubuyobozi nibo bonyine bemerewe gutanga ububasha.

Kugira ngo ububasha butangwe hagomba kubahirizwa ibi bikurikira:

1) Uwatanze ububasha agomba kuba aruta mu kazi uwahawe ububasha;
2) Nta muntu wemerewe gutanga ububasha igihe itegeko ryateganyije ko ubwo bubasha budatangwa;
3) Uwahawe ububasha bwo gukora inshingano ntabwo yemererwa guha undi mukozi ububasha kuri izo nshingano ;
4) Ububasha butangwa ku mwanya umukozi akoraho ugaragara ku mbonerahamwe y'imyanya y'imirimo, ntibuhabwa umuntu ku giti ke;

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[59] Ingingo ya 2 na 3 y'Iteka rya Minisitiri w'Intebe N°124/03 ryo ku wa 27/07/2015 rigena ingano y'amafaranga y'ishyingura ku mukozi wa Leta

5) Ububasha bwatanzwe bugomba kuba busobanutse neza, ku buryo bwumvikanisha neza inshingano, aho ububasha buhera n'aho burangirira;
6) Ububasha butangwa bushobora kumara igihe gito cyangwa igihe gihoraho;
7) Uwatanze ububasha n'uwabuhawe bagomba kugira uburyo bwo guhana amakuru mu buryo buhoraho ku bijyanye n'ububasha bwatanzwe n'uburyo inshingano zubahirizwa.

Gutanga ububasha kandi byemezwa mu nyandiko ikorwa muri kopi eshatu (3) z'umwimerere; imwe igenerwa uwatanze ububasha, indi uwahawe ububasha naho indi ikabikwa mu Bunyamabanga Bukuru bwa NIC. Kopi y'iyo nyandiko ishyikirizwa Minisitiri ufite imari mu nshingano ze na Minisitiri ufite abakozi mu nshingano ze.

Inyandiko y'itanga ry'ububasha igaragaza inyito z'imyanya y'imirimo y'uwatanze ububasha n'uwahawe ububasha hamwe n'imirimo izwi neza yatangiwe ububasha.[60]

IGICE CYA IV. IGENAMIGAMBI

Igenamigambi rya NIC rigizwe n' iry'Igihe kirekire (Strategic Plan), igiciriritse (MTEF) n'iry'umwaka ritegurwa hashingiwe kuri gahunda ngari za Leta arizo: Impanuro z' Umukuru w' Igihugu n'abandi bayobozi bakuru, ibyemezo by'Inama y'Abaminisitiri, Imyanzuro yavuye mu nteko ishinga amategeko, Vision 2020-2050, SDGs, NST1, EDPRS2, Imyanzuro y'umwiherero w' Abayobozi Bakuru b'Igihugu n' imyanzuro y'inama y'umushyikirano.

4.1. ITEGURWA RY'IGENAMIGAMBI

Igenamigambi ry'igihe kirekire ritegurwa mu mwaka wa nyuma w'Igenamigambi rigiye kurangira, rigategurirwa imyaka itanu ikurikira. Inama y'abakomiseri niyo ifite inshingano yo gutegura igenamigambi ry'igihe kirekire.

Igenamigambi ry'Igihe giciriritse ritegurwa buri myaka itatu (3). Inama y'abakomiseri niyo ifite inshingano yo gutanga umurongo mu itegurwa ry' Igenamigambi ry'igihe giciriritse.

Igenamigambi ry'Umwaka ritegurwa buri mwaka, hashingiwe ku imirongo migari yatanzwe n'Inama y'Abakomiseri, rigatangira gutegurwa mu gihembwe cya kabiri cy'umwaka uribanjirije hakurikijwe ingengabihe ya Minisiteri y'Imari n'Igenamigambi.

Bashingiye ku mirongo migari yatanzwe n'Inama y'Abakomiseri, Abayobozi b'Amashami bategura ibikorwa bizakorwa bafatanyije n'abakozi bo mu Mashami na Ofisi; icyo gihe buri mukozi amenya neza ibyo azakora n'igihe azabikorera.

Umunyamabanga Mukuru ubishyikiriza Inama y'Abakomiseri igenamigambi ry'umwaka bitarenze itariki ya 15 Ukwakira.

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[60] Ingingo ya 5,6 na 7 z' Iteka rya Perezida N°77/01 ryo kuwa 30/09/2015 rigena Umuyobozi ufite ububasha n'uburyo ububasha butangwa mu Butegetsi bwa Leta

Inama y'Abakomiseri yemeza iryo genamigambi bitarenze ukwezi ku Ukwakira. Iryo genamigambi iyo rimaze kwemezwa ryanagenewe ingengo y'imari izarishyira mu bikorwa rishyikirizwa abayobozi b'amashami bafatanyije n'abakozi bagategura imihigo yabo.

Buri shami ritegura igenamigambi ry'igihembwe mbere y'uko igihembwe gitangira.

4.2. Ikurikirana n'Isuzumabikorwa (M&E)

Ikurikirana n'Isuzumabikorwa bikorwa mu mpera za buri gihembwe, bigatangirwa raporo mu ntangiriro z'igihembwe gikurikira. Buri mezi atandatu (6) hakorwa inama ihuza NIC n'abafatanyabikorwa igamije kunoza ishyirwa mu bikorwa rya gahunda za NIC.

Buri gihembwe , mu Isuzumabikorwa hakusanywa kandi hagasesengurwa raporo zinyuranye ziturutse mu mashami no mu bafatanyabikorwa zigaragaza ibyagezweho; hakanakorwa gahunda yo gusuzuma ibyagezweho hashingiwe kuri raporo zatanzwe.

Raporo ziturukа mu mashami no mu bafatanyabikorwa zitangwa buri gihembwe bitarenze tariki 15 z'ukwezi kwa mbere kw'igihembwe gikurikiye, zigashyikirizwa Umunyamabanga Mukuru , Umukozi ushinzwe Igenamigambi agahabwa *''Soft Copy''*.

Izo raporo ziri "Soft" nizo Umukozi ushinzwe Igenamigambi ashingiraho ategura raporo y'ibikorwa by' Umwaka, yemezwa n'Inama y' Abakomiseri, mbere yo gushyikirizwa MINALOC bitarenze tariki ya 15 Kanama.

Raporo y'icyumweru Abayobozi b'amashami bayishyikiriza Ushinzwe igenamigambi bitarenze kuwa wa buri cyumweru, mbere ya saa sita, nawe akayishyikiriza MINALOC saa munani.

4.3. Ishyirwa mu bikorwa n'Isuzuma ry'Imihigo muri RBM

Igenamigambi rya NIC ryemejwe n'Inama y'Abakomiseri rishyirwa muri "System RBM" n'Umukozi ushinzwe Igenamigambi, nyuma Umuyobozi w'Urwego agashyikiriza Visi Perezida n'Umunyamabanga Mukuru imihigo, bakayishyikiriza Abayobozi b'Amashami, nabo bakayishyikiriza abo bayobora. Ibi byose bigomba kuba byarangiye bitarenze itariki ya 31 Nyakanga.

Perezida wa NIC yemeza kandi agakurikirana imihigo ya Visi Perezida, iy'Umunyamabanga Mukuru n'iy' abakozi bo mu biro bye. Visi Perezida yemeza kandi agakurikirana imihigo y'abayobozi b'amashami akurikirana afatanyije n'abakomiseri bari kumwe mu mbonerahamwe y'imyanya y'imirimo.

Umunyamabanga Mukuru yemeza kandi agakurikirana imihigo y'umuyobozi w'ishami ry'ubutegetsi n'Imari n' iy'abakozi bo mu biro bye. Abayobozi b'amashami bemeza kandi bagakurikirana imihigo y'abakozi bayobora.

Buri ntambwe itewe iganisha ku musaruro witezwe ku ishyirwa mu bikorwa ry'umihigo, itangirwa raporo muri "System", gihamya mu nyandiko igashyikirizwa Umuyobozi wasinye imihigo ku rwego rwa mbere, bamara kubyumvikanaho akamuha amanota. Imihigo yose igomba kuba yakorewe isuzuma bitarenze tariki ya 30 Kamena.

IGICE CYA V. IMICUNGIRE Y'AMASOKO

5.1. IGENAMIGAMBI RY'ITANGWA RY'AMASOKO

Mu gihe hategurwa ingengo y'imari, NIC itegura igenamigambi ry'itangwa ry'amasoko (procurement), ikarishyikiriza Ikigo cy'Igihugu Gishinzwe Gutunganya Amasoko ya Leta (RPPA) bitarenze itariki ya 31 Nyakanga ya buri mwaka.[61].

Isoko rishyirwa mu igenamigambi ry'itangwa ry'amasoko hashingiwe ku busabe bwatanzwe n'ishami rikurikije ibiri mu igenamigambi ry'umwaka (Annual Action Plan) bizaboneka binyuze mu nzira yo gutanga isoko. Ubwo busabe bushyikirizwa Umunyamabanga Mukuru wa NIC, akabushyikiriza Umukozi ushinzwe gutanga amasoko.

Inyandiko isaba ko isoko rishyirwa mu igenamigambi ry'itangwa ry'amasoko igomba kuba igaragaza izina ry'ibikoresho cyangwa serivisi bikenewe, igihe bikenerewe, ingengo y'imari yabiteganyirijwe igaragaza kandi umukozi uzategura *''terms of reference''* zayo.

Umukozi ushinzwe gutanga amasoko ategura igenamigambi ry'itangwa ry'amasoko akarishyikiriza Umunyamabanga Mukuru, yamara kuryemeza bigatangazwa ku rubuga rw' Umucyo (E-procurement) ari rwo: www.umucyo.gov.rw bitarenze tariki 31 Nyakanga ya buri mwaka.

Igenamigambi ry'itangwa ry'amasoko rishobora kuvugururwa kabiri mu mwaka[mu kwezi kwa mbere kw' igihembwe cya mbere (Ukwakira) n' ukwezi kwa mbere kw' igihembwe cya gatatu (Mutarama).

Icyitonderwa:

1) Mbere y'uko igenamigambi ry'itangwa ry'amasoko (procurement) ryateguwe rikarishyikirizwa Ikigo cy'Igihugu Gishinzwe Gutunganya Amasoko ya Leta (RPPA), Umunyamabanga Mukuru irimurikira Inama y'Abakomiseri, abayobozi b'amashami n'abagize akanama gashinzwe gutanga amasoko ya Leta muri NIC.
2) Ntibyemewe gutanga isoko ritateganyijwe mu igenamigambi ry'itangwa ry'amasoko.

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[61] Iteka rya minisitiri n°.001/14/10/tc ryo ku wa 19/02/2014..rishyiraho amabwiriza agenga amasoko ya Leta, ibitabo by'amabwiriza agenga ipiganwa n'amasezerano by'icyitegererezo - Ingingo ya 2: Igenamigambi ry'itangwa ry'amasoko ya Leta

5.2. Itangwa ry'amasoko ya NIC

Kugira ngo isoko ritangwe, Serivisi irisaba igomba gushyikiriza Umunyamabanga Mukuru ''*tems of reference*'' cyangwa ''*Technical Specification*'' cyangwa ''*Bill of Quantity*'' bitewe n'ubwoko bw'isoko. Ibyo biherekezwa n'inyandiko isaba gutanga isoko (Service Request) isinyweho n'umuyobozi w'usaba isoko ku rwego rwa mbere.

Terms of references z' isoko rya serivisi z'impuguke zigomba kuba zikubiyemo ibi bikurikira:

1) Ibisobanuro ku gikenewe (background);
2) Intego (Objectives);
3) Umusaruro witezwe (Expected output);
4) Ingano y'ibizakorwa (Scope of the service);
5) Amahugurwa (Training) igihe ari ngombwa;
6) Raporo n'ingengabihe (Report and Time Schedule);
7) Uburyo bwo kwishyura (Payment modalities);
8) Amakuru, ikoresha ry'abanegihugu (igihe ari ngombwa),abakozi, n'ibindi bizakenerwa bitangwa n'urwego rwatanze isoko (data, Local services, Personnel and facilities to be provided by the procuring entity).

Technical specifications z'itangwa ry'amasoko yo kugura ibikoresho n'ay' imirimo na serivisi zitari iz'impuguke zigomba kuba zikubiyemo ibi bikurikira:

1) Ibisobanuro ku gikenewe;
2) Intego;
3) Ingano y'ibikenewe ;
4) Amahugurwa (Training) igihe ari ngombwa;
5) Raporo n'ingengabihe (Report and Time Schedule);
6) Uburyo bwo kwishyura (Payment modalities).

Iyo "Technical specifications" cyangwa "Terms of references" zimaze kwemezwa n' Umugenga w' ingengo y'imari azishyikiriza Umukozi ushinzwe gutanga amasoko, agatangaza isoko ku rubuga rw' Umucyo (E-procurement) ari rwo: www.umucyo.gov.rw hakurikijwe amategeko agenga imitangire y'amasoko ya Leta[62].

Nyuma yo gutangaza isoko, Akanama gashinzwe gutanga amasoko ya Leta muri NIC gasesengura inyandiko z'ipiganwa, kakanatanga inama ku bahabwa isoko. Abagize Akanama bashyikiriza Umugenga w'ingengo y'imari raporo y'isesengura kugira ngo ayemeze.

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[62] Iteka rya minisitiri n°.001/14/10/tc ryo ku wa 19/02/2014..rishyiraho amabwiriza agenga amasoko ya Leta, ibitabo by'amabwiriza agenga ipiganwa n'amasezerano by'icyitegererezo - Ingingo ya 3: Itangazwa ry' igenamigambi ry'itangwa ry'amasoko

Uwatsindiye isoko, arihabwa hakurikijwe amategeko agenga itangwa ry'amasoko ya Leta, agasinyana amasezerano na NIC ihagarariwe n' Umugenga w' ingengo y' imari. Isesengura rikorwa iyo hari bitatu bya gatanu (3/5) by'abagize akanama gashinzwe gutanga amasoko ya Leta muri NIC kandi rikabera mu muhezo.

5.3. Imicungire y'amasezerano

Uwatsindiye isoko yumvikana n'Umukozi ushinzwe gutanga amasoko ya Leta muri NIC ku mushinga w'amasezerano azagenga imikoranire ye na NIC.Uwo mushinga wumvikanyweho unononsorwa n'Umujyanama mu mategeko wa NIC mbere yo kwemezwa no gushyirwaho umukono n'Umugenga w'Ingengo y'imari muri NIC.

Umukozi ushinzwe gutanga amasoko yiyambaje Umujyanama mu mategeko bafatanyije n'Umukozi ushinzwe gukurikirana ibivugwa mu masezerano nibo bashinzwe imicungire y'amasezerano muri NIC hakurikijwe ibiteganywa n'amategeko.

IGICE CYA VI. IMICUNGIRE Y'IMARI N'UMUTUNGO

Umutungo wa NIC ugizwe n'amafaranga NIC igenerwa ku ngengo y'imari ya Leta buri mwaka, impano, indangano, ibikoresho byimukanwa n'ibitimukanwa hamwe n'abakozi bayo.

6.1. Imicungire y' amafaranga

Amafaranga ya NIC akoreshwa mu gushyira mu bikorwa igenamigambi ry'Umwaka binyuze mu kwishyura ibikoresho, serivisi yahawe, imishahara y'abakozi n' ibindi bagenerwa.

Komisiyo y'Igihugu y'Itorero yishyura hakoreshejwe amafaranga ari kuri Konti yayo:1000004436 iri muri Banki Nkuru y' u Rwanda (BNR) cyangwa hakishyurwa binyuze muri Minisiteri y'Imari n' Igenamigambi (MINECOFIN).

6.1.1. Kwishyura ibikoresho na Serivisi

Uwagemuye ibikoresho cyangwa uwatanze serivisi ashyikiriza NIC inyemezabuguzi y'umwimerere igaragaza igiciro cyose cy'ibikoresho yagemuye cyangwa ikiguzi cya serivisi yatanze. Uwishyuza agaragaza inyandiko zikurikira:

1) Inyemezabuguzi enye (4) z'umwimerere ziriho nomero ya Konti ihuye n' iri mu masezerano (iyo ahari);
2) "Purchase Order/Bon de commande" y'umwimerere yahawe na NIC ;
3) Kopi y'amasezerano ;
4) Inyandiko y'umwimerere igaragaza ko ibintu byatanzwe (delivery note, Iyo ari ibikoresho) iriho umukono w'umukozi ushinzwe ibikoresho;
5) Inyandiko igaragaza ko serivisi yatanzwe (Acceptance note, iyo ari serivisi) iriho umukono w'Umukozi Ushinzwe gukurikirana icyo gikorwa;

Ibi byongerwaho inyandiko isinywaho n'abagize akanama gashinzwe kwakira ibikoresho na rwiyemezamirimo nyuma yo gusuzuma ko ibikoresho bihuye n'ibyasabwe (Goods received note) hamwe n' inyandiko yasabye ibyo bikoresho cyangwa serivisi.

Iyo ari inama yakozwe, ku nyandiko zishyurirwaho zivuzwe haruguru, ishami cg ibiro basabye serivisi bongeraho urutonde ruriho amazina n'imikono y'abitabiriye iyo nama, n'inyandikomvugo. Isobanurampamvu y'igikorwa ikorwa mbere y'uko igikorwa kiba, niyo ishingirwaho mu gukora bon de commande.

Inyandiko yishyuza igezwa ku mugenga w'ingengo y'imari, nawe agasaba Umuyobozi w'imari gusuzuma no kwishyura. Igihe asanze byuzuye, abyohereza umubaruramari (Accountant) cyangwa ushinzwe gucunga imari (Budget Officer) ibyo bigakorwa bitarenze iminsi mirongo ine n'itanu (45). Imisoro y'inyemezabuguzi igomba gukorerwa imenyekanisha bitarenze tariki ya 15 y' ukwezi gukurikira.

Iyo inyemezabuguzi itujuje ibisabwa, isubizwa rwiyemezamirimo kugira ngo abyuzuze cyangwa abikosore.

6.1.2. Kwishyura Amafaranga y' ubutumwa bw'akazi

Umukozi ugiye mu butumwa bw'akazi asinyirwa urupapuro ry'ubutumwa bw'akazi hashingiwe ku nyandiko nsobanurampamvu, ubutumire, inama cyangwa amahugurwa. Ibyo bigezwa muri serivisi z'Umuyobozi ushinzwe Ubutegetsi n'Imari iminsi ine (4) mbere y'uko ubutumwa butangira kugira ngo ugiye mu butumwa yohererezwe kuri konti ye amafaranga azamufasha. Ibi bireba abakomiseri n'abakozi. Abagiye mu butumwa bw'akazi bakoresha imodoka zabo, bahabwa indamunite hakurikijwe ibigenwa n'amategeko.

Inyandiko zivuzwe haruguru zigezwa ku Muyobozi ushinzwe Ubutegetsi n'Imari binyuze ku Munyamabanga Mukuru.

6.1.3. Imishahara n'ibindi bigenerwa abakozi

Imishahara yateguwe n' Umukozi ushinzwe abakozi, ishyikirizwa Umuyobozi ushinzwe Ubutegetsi n'Imari akayisuzuma, igahabwa Umunyamabanga Mukuru kugira ngo yemezwe. Iyo imaze kwemezwa, Umucungamari ayishyira muri ''IFMIS'' ,inyandiko akayishyikiriza MINECOFIN. Ibi bikorwa bitarenze tariki 15 ya buri kwezi.

Umukozi winjiye mu bakozi ba NIC n'uvuyemo mu kazi, ahemberwa iminsi yakoze.

Lisiti y'imishahara (payroll) igaragaza imisanzu n'imisoro bitangwa n' Umukozi hamwe n'Umukoresha nk' uko biteganywa n'amategeko kandi bikamenyekanishwa bitarenze tariki 10 ku misanzu, n' imisoro bitarenze tariki 15.

Ibigenerwa abakozi ba NIC bagengwa n'amasezerano y'akazi, bitegurwa hakurikijwe amasezerano yihariye bagiranye na NIC.

6.2. IMICUNGIRE Y'UMUTUNGO

Umutungo wa Komisiyo y'Igihugu y'Itorero ugizwe n'umutungo uramba (fixed assets) n'Umutungo utaramba (stationeries). Uyu mutungo ubarizwa ku cyicaro gikuru cya NIC no muri NUDC Nkumba cyangwa ahandi NIC yaba ifite umutungo.

Umutungo ubarizwa ku cyicaro gikuru, ucungwa n'umukozi ushinzwe imicungire y'abakozi. Umutungo uherereye muri NUDC-Nkumba ucungwa n'Umukozi ushinzwe ibikoresho muri NUDC. Iyo hari ibikoresho bikenewe muri NUDC bisabwa ku cyicaro cya NIC.

Iyo hakorwa raporo y'umutungo wa NIC ihuje, umukozi ushinzwe ibikoresho muri NUDC akora raporo akayisinyana n'umuyobozi w'ikigo igashyikirizwa Umunyamabanga Mukuru wa NIC, igahuzwa n'iyo ku rwego rukuru rwa NIC bikozwe n'ushinzwe ibikoresho kuri NIC.

Buri mukozi wa NIC ahabwa ibikoresho akoresha mu kazi ke ka buri munsi. Iyo igikoresho yahawe cyangiritse cyangwa cyibwe abimenyesha Umugenga w' ingengo y'imari mu gihe kitarenze umunsi umwe bibaye. Iyo igikoresho cyibwe hagashira iminsi ibiri (2) kitaraboneka, NIC ihita ibimenyesha inzego z'umutekano kugira ngo zibikurikirane.

Iyo bigaragaye ko igikoresho cyangiritse cyangwa cyibwe ku burangare cyangwa ku ruhare rw'umukozi, asabwa kucyishyura hakurikijwe agaciro cyari gifite mu gihe cyibwaga cyangwa cyangirikaga.

Ibikoresho by'ikoranabuhanga byo ku cyicaro gikuru cya NIC, bicungwa n'Umukozi ushinzwe ikoranabuhanga (IT); ibiri muri NUDC Nkumba bicungwa n'umukozi ushinzwe ikoranabuhanga ubarizwa muri NUDC Nkumba. Aba bakozi, buri wese atanga raporo ya buri gihembwe igaragaza uko ibyo bikoresho bihagaze.

Birabujijwe kwimura, gutanga cyangwa gutiza ibikoresho bya Komisiyo y'Igihugu y'Itorero, bitemejwe n'Umugenga w'ingengo y'imari. Birabujijwe gukoresha ibikoresho bya NIC mu nyungu bwite.

Kwakira ibikoresho bikorwa n'abagize Komite ishinzwe kwakira ibikoresho (Reception committee).

6.2.1. Gusohora ibikoresho mu bubiko

Umukozi ukeneye ibikoresho biri mu bubiko, abisaba yuzuza urupapuro rwabugenewe (requisition form) rusinywa n'umukozi usaba ibikoresho hamwe n'aba bakurikira:

1) Umuyobozi we ku rwego rwa mbere;
2) Umuyobozi w'Ubutegetsi n'Imari.

Nyuma urwo rupapuro ruhabwa Umukozi ushinzwe imicungire y'Umutungo agatanga ibikoresho byasabwe. Ibi bikorwa buri wa gatanu wa buri cyumweru. IbIkoresho bikenewe

muri NUDC Nkumba bisabwa n'umukozi ushinzwe ibikoresho muri NUDC mu izina ry'abahakorera.

Igikoresho cyose kigize Umutungo uramba wa NIC gishyirwaho ikimenyesto kikiranga kigaragaza Ikigo/Umwanya w'Umukozi/Ubwoko bw'igikoresho na nomero. Urugero: Laptop y'Umujyanama mu mategeko (Legal Advisor): *NIC/LA/LAP/001.*

6.2.2. Raporo y'umutungo

Buri kwezi, ibikoresho byo mu bubiko birabarurwa kandi bigakorerwa raporo n'Umukozi ushinzwe ibikoresho ku cyicaro gikuru cya NIC. Iyo raporo isuzumwa n'Umuyobozi ushinzwe Ubutegetsi n'Imari, ikemezwa n'Umugenga w'Ingengo y'Imari.

Buri mezi atandatu (6), umutungo uramba ubarizwa muri NUDC Nkumba ukorerwa ibarura n'Umukozi ushinzwe ibikoresho muri NUDC Nkumba. Umutungo uramba ubarizwa ku cyicaro gikuru cya NIC, ukorerwa ibarura n'umukozi ushinzwe ibikoresha ku cyicaro gikuru cya NIC. Iyo raporo bayikora bafatanyije na Komite ishinzwe umutungo (Asset Committee); hagakorwa raporo ishyikirizwa Umugenga w'ingengo y'Imari, nawe akayimurikira Inama y'Abakomiseri mbere y'uko ayisinya.

Raporo y'umutungo uramba ikubiye mu gitabo itangwa buri mwaka w'ingengo y'imari bitarenze kuwa 30 Kamena buri mwaka.

6.2.3. Ibikoresho bishaje cyangwa bitagifite agaciro

Buri mwaka, NIC itegura urutonde rw'ibikoresho byataye agaciro n'ibishaje bigashyikirizwa akanama gashinzwe kugena agaciro, bikagurishwa mu cyamunara n'akanama gashinzwe gutanga amasoko bimaze kwemezwa n'Inama y'Abakomiseri,bikamenyeshwa inzego za Leta zibishinzwe.ibikoresho by'ikoranabuhanga bishaje, byangiritse cyangwa bitagikoreshwa, bishyikirizwa ERGP kugira ngo ibibyaze umusaruro.

6.2.4. Gusubiza ibikoresho

Umukomiseri cyangwa umukozi wa Komisiyo y'Igihugu y'Itorero wakoreshaga ibikoresho byo mu kazi agomba kubisubiza mu gihe kitarenze iminsi irindwi (7), uhereye igihe ahagarikiye akazi ku mpamvu izo arizo zose.

6.2.5. Ibibujijwe hagamijwe gucunga neza umutungo wa Leta

Buri mukozi asabwe gukoresha neza umutungo wa NIC yirinda:

1) Gusiga atazimije amatara yo mu biro akoreramo n'ibikoresho bikoresha amashanyarazi mbere yo gutaha;

2) Gukoresha ibikoresho bya NIC mu nyungu bwite (computer, printer, photocopieuse, ...);

3) Gukoresha amazi n'amashanyarazi byishyurwa na NIC, mu nyungu bwite;

4) Gukoresha ku mpamvu bwite imodoka zakodesherejwe imirimo ya Komisiyo y'Igihugu y'Itorero;

5) Ibindi byose byangiza umutungo mu buryo ubwo aribwo bwose.

6.2.6. Serivisi zicungwa na Komisiyo y'Igihugu y'Itorero

Komisiyo y'Igihugu y'Itorero ikenera kandi igacunga servisi zikurikira:

1) Ubwishingizi bw'umutungo wa Komisiyo,
2) Isuku y'inyubako n'ubusitani buzikikije, ku rwego rw'igihugu no mu Ntara;
3) Umutekano w'inyubako, ku rwego rw'igihugu no mu Ntara;
4) Isanwa n'ivugururwa ry'inyubako igihe bibaye ngombwa,
5) Kwishyura amashanyarazi n'amazi,
6) Itumanaho rikenerwa mu mirimo itandukanye;
7) N'ibindi

IGICE CYA VII. IBARURAMARI

7.1. AMAHAME SHINGIRO MU GUTEGURA RAPORO Z'IMARI

Ugutegura raporo z'imari kugendera ku mahame shingiro akurikira :

1) Ifaranga rikoreshwa muri raporo ni ifaranga ry'u Rwanda.
2) Igihe gitangwaho raporo y'ibaruramari ni icy'umwaka w'ingengo y'imari uhera ku itariki ya mbere Nyakanga ukageza ku ya 30 Kamena. Imibare ishingirwaho mu kugereranya ni iy'igihe nk'icyo cy'umwaka wabanje ;
3) Ibaruramari cyangwa raporo z'imari byandikwa mu bitabo by'ibaruramari ibikorwa byabaye mu gihe cy'umwaka w'ingengo y'imari ;
4) Ibitabo by'ibaruramari bifungwa buri kwezi bitarenze tariki ya 15 y'ukwezi gukurikiyeho ;
5) Ibitabo by'ibaruramari by'umwaka w'ingengo y'imari bishobora gukomeza kuba bifunguye kugeza mu gihe cyagenwe mu mwaka ukurikiyeho nk'uko byagenwe n'Umubaruramari Mukuru (Accountent General) mu gusoza ibikorwa by'ibaruramari mu mpera z'umwaka, no kugira ngo hakorwe ubugororangingo bwa ngombwa.[63]

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[63]Official Gazette n° Special of 03/02/2016 - Iteka rya Minisitiri rishyiraho amabwiriza yerekeye imari N°001/16/10/TC ryo ku wa 26/01/2016 -Ingingo ya 96: Amahame shingiro mu guteguraraporo z'imari

7.2. GUTEGURA NO GUTANGA RAPORO Z'IMARI

Raporo z'imari zitegurwa n'Umubaruramari , zigasuzumwa n'Umuyobozi w'ubutegetsi n'imari, zikemezwa n'Umugenga w'Ingengo y'imari muri NIC, zikamenyeshwa Inama y'Abakomiseri ba NIC, zigashyikirizwa MINECOFIN buri kwezi bitarenze umunsi wa cumi na gatanu (15) w'ukwezi gukurikira. Naho raporo y'umwaka itangwa mu gihe kitarenze ukwezi kumwe (1) gukurikira umwaka w'ingengo y'imari urangiye.

Mu bishyirwa muri raporo z'imari z'umwaka zitegurwa na NIC harimo ibi bikurikira:

1) Raporo igaragaza uko amafaranga yinjiye n'uko yasohotse;
2) Ifoto y'umutungo wa NIC (Financial Asset and Liabilities);
3) Raporo igaragaza uko imari ihagaze yerekana amafaranga yinjiye n'amafaranga yakoreshejwe (Cash Flow Statement);
4) Raporo y'uko ingengo y'imari yagenwe igereranya ingengo y'imari n'amafaranga yakoreshejwe koko(Budget Performance report);
5) Amahame ngenderwaho y'Ibaruramari (Accounting Policies);
6) Ishyirwa mu bikorwa ry'inama z'umugenzuzi w'Imari ya Leta;
7) "Compliance checklist of budget agencies";
8) Ibisobanuro ku byavuzwe haruguru;
9) Imigereka: (Rukomatanyo "Trial Balance", "Bank reconciliation" and bank statment , n'ibindi)

Ku mpamvu ya raporo z'imari z'umwaka, raporo z'imari za NIC zigomba kuba zikubiyemo ibyakozwe guhera tariki ya mbere Nyakanga kugeza tariki ya 30 Kamena ya buri mwaka.[64]

[64]Official Gazette n° Special of 03/02/2016 - Iteka rya Minisitiri rishyiraho amabwiriza yerekeye imari N°001/16/10/TC ryo ku wa 26/01/2016 -Ingingo ya 107: Gutegura no gutanga raporo z'imari

IGICE CYA VIII. IGENZURA

Umukozi Ushinzwe ubugenzuzi muri Komisiyo y'Igihugu y'Itorero, ategura gahunda y'ubugenzuzi (Audit Plan) buzakorwa mu mwaka, ikemezwa na Komite ngenzuzi (Audit committee), akagenera kopi MINECOFIN (Government Chief Internal Auditor). Umugenzuzi w' imari amenyesha gahunda y'igenzura iminsi irindwi (7) y'akazi serivisi agiye kugenzura mbere y'uko igikorwa gitangira.

Ushinzwe ubugenzuzi muri Komisiyo y'Igihugu y'Itorero agomba gukora raporo y'ibikorwa by'ubugenzuzi ashingiye ku igenamigambi ry'igenzura rya buri mwaka, akayishyikiriza Umugenga w'Ingengo y'Imari, akagenera kopi Komite ngenzuzi na MINECOFIN (Government Chief Internal Auditor).

Komisiyo y'Igihugu y'Itorero nk'izindi nzego za Leta, yitegura buri mwaka ubugenzuzi bukuru bwa Leta cyangwa bwa Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC).

Bimwe mu byo umugenzuzi w'imari ashobora gukora mu rwego rw'igenzura harimo nibura ibi bikurikira:

1) Igenzura ry'imari ;
2) Ubugenzuzi ku micungire y'abakozi ;
3) Ubugenzuzi ku mitangire y'amasoko ;
4) Ubugenzuzi ku micungire y'umutungo (ibikoresho na serivisi) ;
5) Ubugenzuzi ku mikoreshereze y'Ikoranabuhanga ;
6) Ubugenzuzi ku mikorere n'imikoranire ;
7) Ubugenzu ku iyubahirizwa ry'Igenamigambi.

Umungenzuzi bwite w'imari ya Leta muri NIC atanga inama zigamije kubahiriza amategeko y'imicungire myiza y'imari ya Leta. Izo nama atanga zigomba kuba zigaragaza ingamba zo gukumira ibyateza ingorane NIC zigomba kuba kandi zikubiyemo gahunda yo gukumira uburiganya n'imicungire mibi y' imari ya Leta.

INGINGO ZISOZA

INGARUKA ZO KUTUBAHIRIZA AYA MABWIRIZA

Umukozi wa Komisiyo y'Igihugu y'Itorero utazubahiriza ibikubiye muri aya mabwiriza ngengamikorere azahanwa hashingiwe ku Itegeko rishyiraho sitati rusange igenga abakozi ba Leta cyangwa Itegeko rigenga Umurimo mu Rwanda.

IBITABO BYIFASHISHIJWE

1. Itegeko rishyiraho Komisiyo y'Igihugu y'Itorero rikanagena inshingano, imiterere n'imikorere byayo N° 41/2013 ryo kuwa 16/06/2013

2. Iteka rya Minisitiri w'Intebe N° 56/03 ryo ku wa rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi ba Komisiyo y'Igihugu y'Itorero (NIC) 22/03/2016

3. Itegeko rishyiraho rikanagena imitunganyirize y'ubwishingizi bw'ibigenerwa umugore uri mu kiruhuko cyo kubyaraN°003/2016 ryo ku wa 30/03/2016

4. Iteka rya Minisitiri w'Intebe rishyiraho imiterere y'inyandiko ikubiyemo amabwiriza ngengamikorere mu Butegetsi bwa Leta N°115/03 ryo ku wa 08/04/2016

5. Iteka rya perezida n°44/01 ryo ku wa 24/02/2017 rigenga ubutumwa bw'akazi mu mahanga

6. Iteka rya perezida n°109/01 ryo ku wa 15/10/2015 rigenga ubutumwa bw'akazi imbere mu gihugu

7. Iteka rya Minisitiri rigena ibiruhuko by'ingoboka N°03 ryo kuwa 13/07/2010

8. Iteka rya Minisitiri rigena iby'ingenzi bikubiye mu masezerano y'akazi yanditse n'ibyo yubahiriza N°05 ryo kuwa 13/07/2010

9. Iteka rya Minisitiri rigena uburyo amahugurwa, iyigisha n`ibiruhuko bigendana na yo bishyirwa mu bikorwa N°08 ryo kuwa 13/07/2010

10. Iteka rya perezida n° 54/01 ryo ku wa 24/02/2017 rishyiraho iminsi y'ikiruhuko rusange

11. Iteka rya minisitiri w'intebe n°003/03 ryo ku wa 16/01/2015 rigena uburyo amahugurwa y'abakozi ba Leta akorwa

12. Iteka rya perezida n°77/01 ryo kuwa 30/09/2015 rigena umuyobozi ufite ububasha n'uburyo ububasha butangwa mu butegetsi bwa Leta

13. Itegeko rigenga Amasoko ya Leta N° 12/2007 ryo kuwa 27/03/2007

14. Iteka rya minisitiri n°001/16/10/tc ryo ku wa 26/01/2016 rishyiraho amabwiriza yerekeye imari

15. Itegeko n°05/2013 ryo kuwa 13/02/2013 rihindura kandi ryuzuza itegeko n°12/2007 ryo ku wa 27/03/2007 rigenga amasoko ya Leta

16. Iteka rya perezida n°144/01 ryo ku wa 13/04/2017 rigena uburyo bwo gushaka, gushyiraho no gushyira mu myanya abakozi ba Leta

17. Iteka rya minisitiri n°03/mifotra/15 ryo ku wa 09/06/2015 rigena uburyo bwo gushaka no gushyira mu myanya abakozi bagengwa n'amasezerano mu nzego z'imirimo ya Leta

18. Iteka rya minisitiri n° 02/mifotra/15 ryo ku wa 09/06/2015 rigena amasaha y'akazi mu cyumweru mu butegetsi bwa Leta n'uburyo yubahirizwa

19. Itegeko n° 13/2009 ryo kuwa 27/05/2009 rigenga umurimo mu Rwanda

20. Iteka rya minisitiri w'intebe n°92/03 ryo kuwa 01/03/2013 rihindura kandi ryuzuza iteka rya minisitiri w'intebe n°53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta

21. Iteka rya perezida n° 65/01 ryo ku wa 04/03/2014 rigena uburyo bwo gutanga ibihano ku bakozi ba Leta bakoze amakosa mu kazi

22. Iteka rya minisitiri n° 001/08/10/min ryo ku wa 16/01/2008, rishyiraho amabwiriza agenga amasoko ya Leta n'ibitabo ngenderwaho by'amabwiriza agenga ipiganwa

23. Itegeko ngenga n° 001/2016/ol ryo ku wa 20/04/2016 rishyiraho amategeko rusange agenga ibigo bya Leta

24. Igenamigambi rya Komisiyo y'Igihugu y'Itorero 2013-2017, NIC, Nzeri 2013

25. Rwanda Vision 2020, Republic of Rwanda, Revised 2012

26. Raporo y'ibikorwa bya Komisiyo y'Igihugu y'Itorero 2013 -2014, NIC

27. Internal Audit Procedures Manual, Government of Rwanda, July 2011

28. Strategic plan 2009-2012 of Itorero ry'Igihugu, NIC, May 2009